Fleet Town Council — AGENDA

Full Council — Wednesday, 4 November 2026

Issued: Wednesday, 28 October 2026

Dear All,

Notice is hereby given of a public meeting of the **Full Council** to be held at **7:00 PM** on **Wednesday, 4 November 2026** at the **Function Room - The Harlington**. Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to Meetings) Act 1960. This notice is given under paragraph 10(2) of Schedule 12 to the Local Government Act 1972.

Yours sincerely,

Rita Tong

Rita Tong
Executive Officer to Fleet Town Council
executive.officer@fleet-tc.gov.uk

AGENDA

1. APOLOGIES FOR ABSENCE

To receive and record apologies for absence. Members are reminded that the Council can only accept apologies where a valid reason is given. Local Government Act 1972, s.85(1)

2. DECLARATIONS OF INTEREST

To receive any declarations of pecuniary or non-pecuniary interests from members in items on the agenda, and any requests for dispensations. Members are reminded of their obligations under the Localism Act 2011 s.29–34.

3. QUESTIONS FROM THE PUBLIC

To allow members of the public to address the Council in accordance with the Council's Standing Orders. A maximum of 3 minutes per speaker, total session 15 minutes. Public Bodies (Admission to Meetings) Act 1960, s.1 & Openness of Local Government Bodies Regs 2014; speaking via standing orders.

4. CHAIRMAN'S ANNOUNCEMENTS

To receive announcements from the Chairman of the Council on engagements, correspondence, and matters of note since the last meeting. No decisions may be taken under this item.

5. COUNTY COUNCILLOR REPORTS

To receive verbal reports from the principal authority member(s).

6. DISTRICT COUNCILLOR REPORTS

To receive verbal reports from the principal authority member(s).

7. CONFIRMATION OF MINUTES

To approve and sign the minutes of the previous meeting as a true and correct record. Local Government Act 1972 Schedule 12 para 41.

8. CONFIRMATION OF COMMITTEE MINUTES

To receive resolutions and consider approval of recommendations from the following committees and to return to committees any issues for reconsideration:

- Development Control — 12 October and 26 October 2026 (if available)
- Policy & Finance - 21 October 2026

PART 1 - ITEMS FOR DECISION

9. FINANCIAL MONITORING REPORT

1. To receive the bank reconciliation and list of payments for September 2026 (copies attached).

2. To receive a statement from Councillor Stanton that the bank reconciliation and list of payments for September 2026 have been verified and signed off against the original bank statement.

RECOMMENDATIONS

1. To receive and accept the bank reconciliation and list of payments for September 2026.

2. To accept the statement from Councillor Stanton that the bank reconciliation and list of payments for September 2026 have been verified and signed.

10. REVIEW OF STANDING ORDERS

The Executive Officer recently attended a Networking Day hosted by Mulberry Local Authority Services Ltd, the Council's Internal Auditors. One of the sessions considered the potential for a Council's core governance documents to contain inconsistencies or conflicting provisions, either within individual documents or between different documents. Such inconsistencies can create uncertainty when the relevant provisions need to be applied in practice.

Following this session, the Executive Officer has reviewed the Council's Standing Orders alongside its Financial Regulations to identify any such inconsistencies or conflicts. While relatively few have been identified, the attached report sets out those matters identified, together with proposed amendments to provide greater clarity and consistency.

In addition, the Executive Officer is proposing a new Standing Order dealing with the election of Chair and Vice-Chair where the person elected is not present at the meeting at which the election takes place. As legislation does not prescribe the position in these circumstances, it is considered appropriate for the Council to establish its own procedure through its Standing Orders.

RECOMMENDATION

That the proposed amendments to the Council's Standing Orders, as set out in the attached report, be approved.

11. RISK REGISTER REVIEW

1. To receive an update from the Risk Management Working Group

2. To consider and agree the Council's Finance and Risk Register for 2026/27 in accordance with the requirements of the Accounts and Audit Regulations 2015.

RECOMMENDATIONS

1. To note the update from the Risk Management Working Group.

2. To approve the Finance and Risk Register for 2026/27.

12. INTERNAL AUDITOR'S REPORT

Members to consider the report from the Council's Internal Auditor, Mulberry Local Authority Services Ltd, on an interim internal audit conducted on 7 October 2026 for the 2026/27 financial year.

RECOMMENDATIONS

1. Members to consider the findings and recommendations outlined in the Internal Auditor's report.

2. Members to determine any actions required in response to the audit's findings.

13. CYBER INSURANCE

To receive a report from the Executive Officer of Cyber Insurance.

RECOMMENDATIONS

1. Note the Internal Auditor's recommendation and the considerations set out in this report.
2. Determine what steps, if any, should be taken.

14. GREEN GRID

To receive a report from Katy Whittingham, Community Engagement Officer at Hart District Council, on the proposed Green Grid for Fleet.

The Hart Green Grid Framework is an initiative intended to improve quality of life and enhance the local environment by creating a network of green corridors. These corridors aim to connect communities, improve access to green spaces and promote sustainable living.

The Framework supports the People, Place and Planet priorities set out in Hart District Council's Corporate Plan.

Hart District Council has requested that any comments on the proposal be submitted by 9 November 2026.

RECOMMENDATIONS

1. To consider the Green Grid proposal for Fleet.

2. To agree any comments the Council wishes to submit to Hart District Council by 9 November 2026.

15. HARLINGTON UPDATE

To receive an update from the Chairman in the Harlington renovation project.

RECOMMENDATION

To note the update from the Chairman.

PART 2 - ITEMS TO NOTE

16. SOCIAL MEDIA PERFORMANCE REPORT

To note a report from the Communications Officer of social media activity in September 2026.

17. ANNOUNCEMENTS

To receive any announcements from the Executive Officer or, by permission of the Chair, other Members.

18. DATE & TIME OF NEXT MEETING

The next meeting of the Full Council is scheduled to be held on Wednesday 2 December 2026 at 7pm in The Harlington

APPENDIX I — Public Documents

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7. CONFIRMATION OF MINUTES

FC Meeting-Minutes - Draft.pdf

8. CONFIRMATION OF COMMITTEE MINUTES

Development and Control Meeting-Minutes-12OCT26.pdf
Development and Control Meeting-Minutes 26.10.26.pdf
PF Meeting-Minutes.pdf

9. FINANCIAL MONITORING REPORT

Payments Listing September 2026.pdf
06. Investment Report 30 September 2026.pdf

10. REVIEW OF STANDING ORDERS

Review of Standing Orders - November 2026.pdf
FTC Standing Orders November 2026.pdf

11. RISK REGISTER REVIEW

Risk Register 2026-27.pdf

12. INTERNAL AUDITOR'S REPORT

Fleet Town Council Internal Audit Report 2026-27.pdf
Internal Audit - Council Response.pdf

13. CYBER INSURANCE

Cyber Insurance.pdf

14. GREEN GRID

Green Grid Summary.pdf

16. SOCIAL MEDIA PERFORMANCE REPORT

Social Media Performance Report.pdf

Fleet Town Council — MINUTES

Full Council — Wednesday, 7 October 2026

Published: Thursday, 8 October 2026

Attendance

Present: Bob Schofield, Daniel Taylor, George Woods, Janet Stanton, Emil Engstrom, Leslie Holt, Alan Oliver, Ellie Ann May, Grahame Chenery, Patricia Powell, Sue Tilley, Paul Einchcomb, Andy Parker

Also present: Executive Officer Rita Tong

Members of the public present: 1

FC 10/2026 ITEM 22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Hope, Davidson and Kuntikanamata.

FC 10/2026 ITEM 23 DECLARATIONS OF INTEREST

Councillor Woods declared a Pecuniary Interest in Agenda Item 14 on the grounds that he is a carer.

FC 10/2026 ITEM 24 QUESTIONS FROM THE PUBLIC

No members of the public addressed the Council during this item.

FC 10/2026 ITEM 25 CHAIRMAN'S ANNOUCEMENTS

6th September Cllr Einchcomb kindly stood in to present prizes at the Summer Scam Jam organised by Fleet Phoenix **8th September** Along with Officers, other Councillors and a representative of Fleet BID attended a review of the Views Play park development. HAGS produced a more exciting inclusive centre piece to the development. **10th September** Meeting with Paul Grinham of Synergy to discuss contractual details for letting the Harlington Construction contract to comply with government procurement rules. **19th September** Represented FTC at the Royal British Legion annual garden party and award ceremony. Two residents achieved 25-year service awards and Bill Tyak announced that the local Branch had collected £104,000 in the past financial year. **21st September** Along with Cllr Tilley and Parker attended Fleet Bid Board Meeting to help finalise the rebid documentation. **29th September** Attended, along with the Executive Officer, Cllr Woods and representatives of Church Crookham Parish Council, a review of the performance of the Fleet Connect bus service. Proportionally usage is being maintained (now only 4 days service). There have been issues with the closure of the M&S on Fleet Road which was a popular destination. Wednesdays which is the Meadows run is fully booked but there is some capacity remaining on Thursdays. Discussed the potential of adding an additional run to the Meadows on Thursday. RVA to explore. The fare has risen from this September to £3.10 per single journey. **29th September** Performed a bench audit at Fleet Cemetery along with Cllr Stanton. There exists a total of 23 benches between the main cemetery and the Garden of Remembrance. The issue is distribution. The matter will be brought to RLA. **5th October** Attended the environment emergency meeting briefing held at The Harlington and hosted by Fleet Film. It was well attended with 104 attendees.

FC 10/2026 ITEM 26 COUNTY COUNCILLOR REPORTS

The following reports were received from Hampshire County Councillors:

Cllr Alan Oliver

• Local Government Reorganisation (LGR) – HCC is working through the implications of the suspension of LGR. HCC and the councils involved have committed significant resources to the process to date, with Hart District Council having incurred expenditure of approximately £600,000. Concern was expressed that, should the process recommence, councils may be required to repeat work already undertaken. HCC is making representations to Government seeking clarification on the next steps, including whether councils may be able to recover expenditure incurred as a result of the process. Concern was also expressed regarding the impact of the uncertainty on staff whose future employment arrangements remain unclear.

• Roadworks - Resurfacing works on Norris Hill Road are due to commence in mid-October. No new major roadworks are scheduled for October. The road calming measures on Upper Street and Albert Road are progressing.

FC 10/2026 ITEM 27 DISTRICT COUNCILLOR REPORTS

The following reports were received from Hart District Councillors:

Cllr Alan Oliver

• Recycling - HDC is installing mixed-plastics recycling bins in a number of its car parks to reduce contamination of household recycling bins caused by residents placing plastics in them which cannot currently be recycled. HCC is expected to develop a new recycling facility capable of processing plastics, although this is not anticipated to be operational until summer 2028. In the interim, HDC has identified a reputable market in Europe for the collection of these plastics. A mixed-plastics recycling bin will be installed in the Church Road car park for Fleet residents, with additional bins to be provided in Church Crookham. No suitable location was identified within Victoria Road car park.

• Fur Grove development - HDC refused the planning application earlier in the month. It was then referred to the Secretary of State as planning applications of over 150 properties are not normally allowed to be refused. The Secretary of State have decided to allow the refusal, which was given on Heritage grounds. This does not prevent the applicant from appealing the decision through the normal planning process.

• Local Plan - HDC has completed Gateway 1 and is the first council to do so under the new regime. The HDC website provides the timetable for the Local Plan, including the anticipated timescales for subsequent Gateways. It also identifies potential development sites, including Firgrove Farm and Murrell Green, with further sites to be added as they are evaluated.

FC 10/2026 ITEM 28 CONFIRMATION OF MINUTES

It was **RESOLVED** that the minutes of the Full Council meeting held on 2 September 2026 be approved and signed as a true and correct record

FC 10/2026 ITEM 29 CONFIRMATION OF COMMITTEE MINUTES

The Council received and noted the minutes of the following Committees:

• Development Control: 24 August, 7 September and 28 September 2026

• Recreation, Leisure & Amenities Committee: 16 September 2026

FC 10/2026 ITEM 30 FINANCIAL MONITORING REPORT

Members noted receipt of the bank reconciliation and the list of payments for August 2026.

Councillor Stanton confirmed that the bank reconciliation and list of payments for August 2026 had been verified and signed off against the original bank statement.

RESOLVED

1. That the bank reconciliation and list of payments for August 2026 be received and accepted.

2. That the statement from Councillor Stanton confirming the verification and sign-off of the August 2026 bank reconciliations and list of payments be accepted

FC 10/2026 ITEM 31 EXTERNAL AUDITOR'S REPORT & CERTIFICATE FOR 2025/26

Members **NOTED** that the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2026 had been returned by the Council's External Auditor, BDO LLP.

The External Auditor raised one matter which had been disclosed by the Council in regards to non-compliance with one of the governance assertions within the Annual Governance Statement. The External Auditor was satisfied with the Council's explanation for the non-compliance and the details of the actions taken to address the non-compliance.

The matter was addressed by Full Council in June 2026 (FC June 2026, Item 14), when a number of Information Technology policies were adopted.

Members noted the recommendation of the Internal Auditor that these policies should be reviewed annually, rather than on the usual three-year cycle, in line with other key governance documents such as the Standing Orders and Financial Regulations. The annual review will provide an additional governance check and help ensure that the Council's IT policies remain current and appropriate.

RESOLVED

That the Annual Governance and Accountability Return of the external auditor for 2025/26 be received and accepted by Full Council

FC 10/2026 ITEM 32 NOTICE OF CONCLUSION OF AUDIT FOR FINANCIAL YEAR 2025/26

In accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015, Fleet Town Council must publish its Notice of Conclusion of Audit on its website by 30 September 2026 and

make the External Auditor's report and Annual Governance and Accountability Return available to its residents both on its website and from its offices.

The form was published on the Council's website on 22 September 2026.

RESOLVED

Members agreed that the inclusion of the External Auditors Report and AGAR in the above agenda item and the Notice of Conclusion of Audit in this agenda item met the requirements of the Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015

FC 10/2026 ITEM 33 BUDGET PREPARATION 2027/28 - KEY ISSUES

Members considered a report from the Executive Officer identifying a number of issues requiring consideration as part of the 2027/28 budget-setting process.

Members **NOTED** that the 2027/28 budget was likely to be the most challenging budget the Council had developed since its inception, due to the number of significant variables and uncertainties involved. It was therefore agreed that a number of Budget Working Groups would be established, each focusing on a specific issue. Members also acknowledged that the Council was likely to require all of the available time to work through these matters and the budget, and that the 2027/28 precept might therefore be set in January 2027 rather than at the usual December meeting.

Members **NOTED** that the Cemetery currently had a very limited number of grave spaces available for purchase and that progressing the cemetery extension project was therefore a priority. Members authorised the Executive Officer to contact a specialist cemetery project company to progress the matter, with the aim of obtaining sufficient information to establish the likely budgetary implications of the project.

RESOLVED

1. To concentrate on the Council's core activities when preparing the 2027/28 budget.

2. To authorise the Executive Officer to engage with a specialist cemetery project company to progress the cemetery extension project.

FC 10/2026 ITEM 34 THE VIEWS PLAYGROUND

Following further discussions with the designer, the proposed playground scheme was currently estimated at £205,500, compared with the original approved tender amount of £200,000.

Members **NOTED** that the increase followed the Council's request to replace the central piece of play equipment with a larger feature to provide greater impact and play value. The designer had confirmed that a significant discount of £78,000 had already been applied and that no further discount was available.

To bring the scheme within the approved budget, the three wetpour mounds had been removed. Members considered the impact of this change on the overall design and play value of the scheme and agreed that the full scheme should be retained. The additional £5,500 would be funded from the Playground Equipment EMR.

Members also considered a request from HAGS to reduce the retention from 10% to 5%, noting the company's established reputation and the 12-month guarantee provided for the project. Members considered the resulting financial risk to be acceptable.

RESOLVED

1. To approve an additional £5,500 expenditure from the Playground Equipment EMR to retain the full playground scheme.

2. To approve the reduction in the retention amount from 10% to 5%.

FC 10/2026 ITEM 35 DEPENDANTS' CARERS' ALLOWANCE

Weymouth Town Council has asked parish and town councils to support its proposed re-submission to Government of a proposal under the Sustainable Communities Act concerning the Dependants' Carers' Allowance.

Principal authorities are currently able to make payments to councillors towards childcare and dependant care costs incurred when attending council business. This provision does not currently extend to parish and town councils. Weymouth Town Council is seeking a change to extend the same provision to parish and town councils and intends to ask the National Association of Local Councils (NALC) to re-submit the proposal to Government, with a submission anticipated in December 2026. Weymouth Town Council has asked councils to contact their local MPs in advance of the submission to raise awareness of the issue and indicate their support for the proposed change.

RESOLVED

1. To support Weymouth Town Council's proposal to extend the Dependants' Carers' Allowance provisions to parish and town councils.

2. To authorise the Executive Officer to write to the Council's local MP expressing the Council's support

FC 10/2026 ITEM 36 HARLINGTON UPDATE

Members received an update from the Chairman on the Harlington renovation project.

Members **NOTED** that it was more than two weeks since the Council had submitted the approved lease for the shopping centre unit. The lease had now been passed to the landlord's in-house solicitors, which was clarified as being in Hong Kong. The wording of the lease had been agreed in principle; however, agreement on the lease plan remained outstanding.

As a consequence of the outstanding lease arrangements, the design work with BFF remained on hold. The detailed design work for the main Harlington project was, however, progressing, with recent work focusing on the location of the proposed sub-station and Biodiversity Net Gain requirements. It was anticipated that the planning application would be ready for

submission imminently.

The Chairman reported that he had met with Synergy regarding the proposed appointment of the Design and Build contractor. Further clarification on the proposed procurement process was required and would be followed up.

Members were advised that a meeting with BFF was scheduled for 8 October 2026 to discuss the current project programme and communications. The Chairman **NOTED** that there had been some changes to the programme and that clarification was required regarding the reasons for these changes.

RESOLVED

To note the update from the Chairman

FC 10/2026 ITEM 37 SOCIAL MEDIA PERFORMANCE REPORT

Members noted the report from the Communications Officer of social media activity in July & August 2026.

Members passed on their thanks to the Communications Officer for the sterling work done with social media.

FC 10/2026 ITEM 38 ANNUAL DATA AUDIT FOR 2026/27

Members noted the requirement for an annual data audit and approved the undertaking of the Council's 2026/27 data audit.

The Council is required to maintain an up-to-date understanding of the personal data it holds, the purpose and lawful basis for processing that data, and who has access to it. This forms an important part of assessing and managing potential risks associated with the Council's data processing activities and supporting ongoing compliance with the Data Protection Act 2018, the Data Use and Access Act 2025 and the UK GDPR.

The new Assertion 10 also requires evidence that the Council undertakes a data audit on an annual basis

FC 10/2026 ITEM 39 CARBON EMISSIONS 2025/26

Members noted the Carbon Emissions report for 2025/26.

FC 10/2026 ITEM 40 COMMUNITY AWARDS SCHEME

Members **NOTED** that in 2026 Fleet Town Council launched its Community Awards to celebrate individuals and groups who go above and beyond for the local community. The winners are nominated by the public and awarded during our Annual Residents' Meeting in March.

Members were encouraged to submit nominations which could be done on the Councils website.

FC 10/2026 ITEM 41 DATE & TIME OF NEXT MEETING

The next meeting of the Council is scheduled to be held on Wednesday 4th November 2026 at 7pm at the Harlington.

The meeting closed at 20:58.

Signed: _____

Chair of the Full Council

Date: _____

Fleet Town Council — MINUTES

Planning & Development Control — Monday, 12 October 2026

Published: Tuesday, 13 October 2026

Attendance

Present: Kevin Davidson, Bob Schofield (Chair), Grahame Chenery, Alan Hope, Leslie Holt

Also present: Charlotte Benham

PDC 10/2026 034 APOLOGIES FOR ABSENCE

No apologies were received - Cllr May is a reserve member.

PDC 10/2026 035 DECLARATIONS OF INTEREST

There were no declarations of interest.

PDC 10/2026 036 QUESTIONS FROM THE PUBLIC

There were no member of the public present.

PDC 10/2026 037 Confirmation of minutes – Monday, 28 September 2026

The minutes of the Planning & Development Control meeting held on Monday, 28 September 2026, having been previously circulated, were taken as read. It was **RESOLVED** that the minutes be confirmed as a correct record and signed by the Chair, in accordance with Schedule 12, paragraph 41 of the Local Government Act 1972.

PDC 10/2026 038 Planning Applications

The Council considered the planning applications submitted for consultation by the Local Planning Authority. For each application, the Council's response was determined as set out below.

PDC 10/2026 039 26/01610/CON

67 Velmead Road, Fleet,GU52 7LS

Details pursuant to condition 6 (Privacy Screen) of Planning Permission 26/00442/AMCON Application to vary condition 2 (Approved Plans) of Planning Permission 25/00200/HOU Erection of a single storey rear extension following demolition of existing conservatory, alterations to fenestration to ground floor front and side, cladding to entrance, blocking up of old vehicular access and creation of new vehicular access

Comments required by 14 October

• This is providing details of an amendment to the original planning application.

• The whole of the extensive rear decking is to be provided with glass balustrading.

• The end privacy screen at 1,8m high should be opaque glass and hedging or other green screening should be provided outside the privacy screen as indicated on plans.

NO OBJECTION subject to condition that privacy screen to neighbour is made from opaque glass

PDC 10/2026 040 26/01592/HOU

*Amberleigh House ,Avenue Road,Fleet, Hampshire, GU51 4NG

Erection of a single storey front extension and porch, alterations to roof of single storey side element, blocking up of a door to ground floor side, alterations to existing fenestration, soffits, fascias and rendering, new parapet wall, replacement entrance gates and widening of driveway

Comments required by 21 October *

• Avenue Road is in Character area 8 of the NFCA.

• Section 7.2 of the NFCA CA & MP Maintaining the Existing buildings and their plots sets out the key parameters that require attention as below:

• **The need to prevent unsympathetic changes to the existing houses **– the proposed extension is modest and has overall a positive impact on the character of the property.

• **The need to preserve and protect existing front boundaries and ensure the new works do not detract from the sylvan character of the conservation area** – the existing front boundary is designated by a 1.2m high close boarded fence which is to be continued in the area of the entrance gate. The new front gate is of a more ornate timber construction but does not detract from the sylvan character of the boundary and being set back well off the road has very little visible impact.

• **The protection of the front garden including resistance to the creation of a parking areas **– the immediate front drive is being widened by 1 metre, likely as a consequence of the increased size of modern cars particularly electric vehicles. It does not have a significant negative impact when considered against an extensive area of tarmacked parking that already exists.

Potential loss of hedges or shrubbery – the widening of the initial part of the drive may impact some existing planting that should be replaced at the new boundary.

• **The use of timber fencing and brick walls **– extensive timber fencing existing – no further detrimental impact

NO OBJECTION

PDC 10/2026 041 26/01597/HOU

Michaelmas House ,26 Wellington Avenue,Fleet, Hampshire, GU51 3BF

Demolition of the existing garden cabin and erection of a new garden cabin

Comments required by 23 October

• This is a significant extension to an existing garden cabin clearly shown in the Design and Access statement. The existing structure is substantial and is being increase in length by 75% to 6.8m long.

• The replacement structure is a repeat of the existing including height, materials etc.

• The extension would not appear to impact on the neighbouring property especially if a green boundary can be maintained.

• The extended building may be visible from the neighbour's rear balcony but would be an oblique view.

NO OBJECTION

PDC 10/2026 042 Weekly List

It was **NOTED** that the weekly lists of planning applications from Hart District Council (HDC) had been received and were available for members' information. No further discussion was recorded.

PDC 10/2026 043 Enforcement Cases

It was **NOTED** that no planning enforcement cases had been received from Hart District Council (HDC) for the period under review.

PDC 10/2026 044 Hart Meetings Dates

It was **NOTED** that Hart District Council's next Planning meeting is scheduled for 18 November 2026.

PDC 10/2026 045 DATE & TIME OF NEXT MEETING

It was **NOTED** that the next meeting of the Development and Control Committee is scheduled to be held on 26 October 2026 at 7.00 pm in the Function Room at The Harlington.

The meeting closed at 19:28.

Signed: _____

Chair of the Planning & Development Control

Date: _____

Fleet Town Council — MINUTES

Planning & Development Control — Monday, 26 October 2026

Published: Wednesday, 28 October 2026

Attendance

Present: Kevin Davidson, Bob Schofield (Chair), Grahame Chenery, Alan Hope, Leslie Holt

Also present: Charlotte Benham

Members of the public present: 5

Declarations of Interest

Leslie Holt: declared a non-pecuniary interest in Item 5.5 — 26/01694/HOU — I know two neighbours on Kent Road

PDC 10/2026 046 APOLOGIES FOR ABSENCE

No apologies for absence - Cllr May is a reserve member.

PDC 10/2026 047 DECLARATIONS OF INTEREST

No dispensation requests were received.

Leslie Holt declared I know two neighbours on Kent Road in relation to agenda item 5.5.

PDC 10/2026 048 QUESTIONS FROM THE PUBLIC

The Chair invited members of the public to address the Council in accordance with the Council's Standing Orders. It was **NOTED** that the session was subject to a maximum of three minutes per speaker and a total session time of fifteen minutes, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Openness of Local Government Bodies Regulations 2014.

5 members of the public attended regarding 26/00324/FUL raising concerns that:

• access way is private and owned by 2 & 4 the ferbies, with a formal deed, this applicant has no claim and has already 'land grabbed'

• land in question was garden from linkway, not land at ferbies

PDC 10/2026 049 Confirmation of minutes – Monday, 12 October 2026

The minutes of the Planning & Development Control meeting held on Monday, 12 October 2026, having been previously circulated, were taken as read. It was **RESOLVED** that the minutes be confirmed as a correct record and signed by the Chair in accordance with the Local Government Act 1972 Schedule 12, paragraph 41.

PDC 10/2026 050 Planning Applications

The Council considered planning applications received for consultation response.
It was **NOTED** that responses must be submitted to Hart District Council (HDC) within the statutory consultation period in accordance with section 2 of the Town and Country Planning Act 1990 and the Council's consultation right.

PDC 10/2026 051 26/00324/FUL

Land At 6,Ferbies,Fleet, GU52 6TN

Erection of a pair of semi-detached two storey houses

Comments required by 28 October

Development of pair of semi detached chalet bungalows

• Floor area for three bedroom unit at 108sqm meets the minimum space standard for a three bed, 6 person, two storey development, but the upper bedrooms and floor area are significantly reduced by the pitch of the roof, so the full height area upstairs is potentially half that required

• HDC's recommended parking standard for a 3 bedroom house is 2 allocated and 1 unallocated or 3 allocated and 0.5 unallocated. By either standard, 2 bungalows will require 6 parking spaces and only 4 are shown as being provided.

• Parking spaces to old standard 2.4 x 4.8m cf 2.5 x 5.0m. With one space adjacent to the boundary, they need an additional 0.5 m, so indicated 5.4m to front of each property is inadequate.

• Proposed additional parking on road? Ferbies access road is only 3m wide. It is not wide enough to allow on road parking and passing

• There are three existing properties on the unadopted road. Waste vehicles will not access an unadopted road and therefore all waste bins are taken to Basingbourne Road for collection.

• Despite earlier statement of no tree issues, a detailed tree survey was undertaken and clearly demonstrated a number of trees and their root zone will be impacted and the need in places for specialised foundations using bored piles.

• All trees on the current site have been felled.

• The development in terms of scale, use of materials etc, is not out of character but this needs to be balanced against the access, traffic and parking issues and loss of amenity.

• Support the residents' comments - residents have raised issues regarding land ownership – access way is privately owned (by deed) by No. 2 and 4 Ferbies, This applicant has no claim to the land despite showing it to be part of their application. The applicant has already encroached onto land that is not in their ownership

• Despite the applicants claim this is a brown field development on an old builder's yard, the Hart Urban Characterisation Study 2010, Crookham Estates Plan clearly shows the development site is the rear garden of two properties on the Linkway. This is a back garden development not a brown field development

• Extensive tree clearance and the extent of hard standing both for the structure and the front area parking means a significant loss of biodiversity.

• The existing residents on Ferbies will suffer a significant loss of amenity both in the short term due to construction traffic and in the long term due to increased traffic on a quite private unadopted road.

• Existing houses Nos 4 and 6 will suffer a loss of privacy due to the close proximity of the proposed development with active frontages immediately facing their properties being overbearing and suffer noise and disturbance from two three bedroomed properties when they have enjoyed being at the dead end of a single width access. A further significant loss of amenity.

OBJECTION

PDC 10/2026 052 26/01254/HOU

Arnwood House ,Pines Road,Fleet, Hampshire, GU51 4NL

Erection of a single storey front and rear extension, new porch, replacement of bay window to the south west elevation, alterations to external materials finish including new windows and doors and installation of solar panels to the south east elevation roof

Comments required by 28 October

• The following extracts have all been taken from elements of the application but are deemed to be relevant to the property's development within the NFCA - pines road is an un-adopted road and the properties it serves vary in age, style, and appearance, with no overriding design. Separation distances between properties are irregular and the boundaries generally comprise mature hedges, trees and shrubbery. The street scene is characterised by large dwellings and plot sizes and has a sylvan feel.

• Overall, the scheme represents a sensitive and proportionate enhancement of Arnwood House, improving its architectural quality and visual amenity while preserving the character of the surrounding area:

o All boundary vegetation, garden planting, and the current approach and parking arrangements will be retained, ensuring the mature landscaping continues to screen and complement the dwelling.

o The resulting dwelling will preserve and enhance the character and appearance of the area, reflecting the qualities that define the North Fleet Conservation Area.

• There has been one objection to the development specifically related to the solar panels on the road facing elevation of the property - it cites para 7.2 of the NFCA Management proposals:

o The need to prevent unsympathetic changes to the existing houses such as oversized extensions or changes to the elevations and details.

• The plan shows that the house is angled to the road such that there is no direct view of the front elevation of the house.

• The primary question is do solar panels "preserve or enhance" the conservation area?

• The development would be wholly acceptable except for the solar panels.

• Neighbour has strongly objected to solar panels

NO OBJECTION to development itself in principle, only concern is whether solar panels harm the character of the conservation area or not. It is the balance between being environmentally progressive or retaining the character of the Conservation Area.

PDC 10/2026 053 26/01742/HOU

**Peatmoor Lodge,Church Road,Fleet, GU51 4LY

Conversion of existing integral garage into study to include the replacement of the existing garage door with a window and erection of a detached garage

Comments required by 2 November **

• This a relatively new development within the NFCA, so of limited historical character.

• The proposed amendment to the main house is minor and does not detract from the main property.

• The major impact is the proposed new garage, 6.5 x 6.0m in plan and 4.8 m high is not insubstantial. The structure sits in front of a general building line with all the adjacent houses equally set back from the road. The structure at 4.8m high may be visible from the adjacent property.

• The materials match the main house and the structure is generally screened from the road by vegetation.

• There is an extensive parking area to the front of the property which counters the NFCA Management Plan para 7.2 - the protection of front gardens including resistance to the creation of parking areas.

NO OBJECTION

PDC 10/2026 054 26/01738/AMCON

**Hartland Park,Ively Road,Fleet

Minor Material Amendment (Section 73) application for the variation of condition numbers 1, 9 and 10 attached to application reference 24/01074/AMCON dated 12.08.2026 for amendments to reserved matters permission (21/02871/REM) dated 29.04.2022 for the approval of the appearance, landscaping, layout and scale pursuant to outline planning permission 17/00471/OUT. Amendments include a revision to the approved house types and mix, including associated amendments to approved parking and landscaping within Phase 3.

Comments required by 3 November **

• Abstracted from the Transport Note: The application seeks to amend the western sub-phase of Hartland Village Phase 3, as identified on Site Layout Plan reference HRV-PRP-XX-00-DG-A-10020. The scope of proposed amendments can be broadly summarised as follows:

o Removal of apartment Block M, and the replacement of this block with 6 no. family homes;

o Replacement of house types to reflect buyer demand; and Associated changes to unit numbers, landscaping and parking arrangements within the sub phase.

o This would result in a reduction in homes in the western sub-phase from 103 homes to 74 homes (a net decrease of 29 homes).

• The development of Hartland Village will remain fluid being driven mainly by demand.

• The removal of a block of flats and replacement with 6 family homes is welcomed and an overall reduction in the number of units will reduce the development density.

• The extensive use of timber framed play equipment is noted, and reference is made to Edenbrook Development (also by Berkeley Homes) which was equipped with timber play equipment which has not lasted 10 years and needs total replacement.

• Parking provision is approx. 93% of requirement but visitor parking provision is only 53% of recommended number. Parking provision is an issue among existing residents and car usage is unlikely to diminish.

• 105 underground parking spaces provided below Block J creates a significant focal point for traffic movement that could cause problems on the narrow estate roads.

Reduction in density is welcome, but have concerns about parking provisions being inadequate, and traffic management flow for density of spaces in one area

PDC 10/2026 055 26/01694/HOU

**1 Southby Drive,Fleet,Hampshire, GU51 3BE

Conversion of the existing garage into a habitable space to include the insertion of rooflights to the front and the replacement of the garage door with windows, erection of a detached garage and replacement of door to ground floor rear with window

Comments required by 3 November **

• The positioning of the garage to the front of the property is deemed to be characteristic of Southby Drive. Many of the houses in close proximity have front garages but attached to the properties and built at the time of the original development.

• It is proposed to retain tree T5 which is directly in front of the proposed garage and must impede access to the garage. No Root protection area is suggested because the existing ground is compacted hard standing?

• The proposed parking plan appears to make no use of the garage as open parking will continue - what is the purpose?

NO OBJECTION but with concerns garage is too large and too close to the front elevation of the property taking all light of the front windows.

PDC 10/2026 056 26/01614/HOU

**12 Grantley Drive,Fleet,Hampshire, GU52 7SA

Erection of single storey side and rear extensions, first floor side extension, conversion of garage to habitable accommodation to include alterations to the roof, alterations to the porch roof and insertion of a rooflight to side

Comments required by 3 November **

• Increase from 4 to 5 bedrooms, recommended parking is 3 allocated and one unallocated. Parking plan indicates parking for 3 vehicles is difficult.

• Increasing height of house close to boundary with No.13 will have some light reduction impact on the neighbouring property.

• Proposed fully glazed bedroom with Juliet balcony may give rise to overlooking/loss of privacy to adjoining neighbours.

• Front elevation would not have an impact on the street scene and the extension is subordinate to the main dwelling.

Concern about parking and loss of privacy to neighbour otherwise NO OBJECTION

PDC 10/2026 057 26/01666/FUL

**64 Kings Road,Fleet,Hampshire, GU51 3AP

Demolition of existing dwelling and erection of 2 dwellings, landscaping, parking and access

Comments required by 3 November **

• Existing property is possibly a 1950s large 5 bedroom chalet bungalow of no great architectural value, not well maintained externally.

• 4 bedroom, 8 person dwelling, minimum space standard is 124 sq m - proposed dwelling is 219sq m across two floors so unusually much more spacious than the majority of developments.

• The main issue is the character of the buildings. Kings Road has a mixture of styles and sizes but the majority conform to more traditional look of brick built under concrete tiles with a conventional pitched roof. There are no other examples of this modern style on Kings Road.

• There are some examples of similar design cross pitched roofs in the Pondtail area which also tend to stand out from a more traditional built style.

• The existing plot is large and the two properties will have large gardens by modern standards. The development makes better use of the land and increases the number of homes by one.

• FNP Policy 10 states: General Design Management: Development will be supported where it respects the area's character and complies with relevant planning policies. Proposals should be well designed, complement their surroundings, protect heritage, trees, landscaping and views, incorporate sustainable drainage and energy efficiency, provide appropriate parking and active travel links, and ensure flood risk is effectively managed.

• The fundamental question therefore is do the two properties respect the areas character, and complement their surroundings?

• Overall the benefits outweigh the local character issue.

NO OBJECTION

PDC 10/2026 058 Weekly List

The weekly lists of planning applications received from Hart District Council (HDC) were received. It was **NOTED** that the lists were for information only and no further action was required.

PDC 10/2026 059 Enforcement Cases

It was **NOTED** that no planning enforcement cases had been received from Hart District Council (HDC) for the period under review.

PDC 10/2026 060 Hart Meetings Dates

It was **NOTED** that Hart District Council's next Planning meeting is scheduled for 18th November 2026.

PDC 10/2026 061 DATE & TIME OF NEXT MEETING

It was **NOTED** that the next meeting of the Planning & Development Control Committee is scheduled to be held on 9th November 2026 at 7.00 pm in the Function Room at The Harlington.

The meeting closed at 20:34.

Signed: _____

Chair of the Planning & Development Control

Date: _____

Fleet Town Council — MINUTES

Policy & Finance — Wednesday, 21 October 2026

Published: Monday, 26 October 2026

Attendance

Present: Bob Schofield, Sue Tilley, Kevin Davidson (Chair), Andy Parker, Janet Stanton, Emil Engstrom, Paul Einchcomb, George Woods

Also present: Executive Officer Rita Tong

Declarations of Interest

Janet Stanton: declared a non-pecuniary interest in Item 6 — GRANT POLICY — I am an Executive committee member of Greener Fleet Waste Prevention small charity and this organisation has received a grant in the past.

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001 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Taylor and Holt.

002 DECLARATIONS OF INTEREST

Councillor Stanton declared a Personal Interest in Agenda Item 6 on the grounds she is an Executive Committee member of the Repair Cafe who have received grants from Fleet Town Council.

003 QUESTIONS FROM THE PUBLIC

No members of the public were present to address the Council. It was **NOTED** that the public question session was therefore not required on this occasion.

004 CONFIRMATION OF MINUTES

The minutes of the Policy and Finance Committee held on Wednesday 22nd July 2026 were approved and signed by the Vice Chairman.

005 QUARTERLY FINANCIAL MONITORING REPORT

Members considered and agreed the quarterly reports for the period ended 30 September 2026:

1. Q2 Income & Expenditure Account
2. Q2 Budget Monitoring Report
3. Balance sheet as at 30 September 2026
4. List of Purchase Ledger Payments
5. List of Debtors
6. Harlington Performance Totals

Members discussed the merits of holding dedicated meetings to consider operational and financial matters relating to The Harlington. It was agreed that a monthly Working Group should be established, meeting online during the day and, where

possible, avoiding Wednesdays and Thursdays.

Members queried the status of outstanding debtor balances, noting that several had remained unpaid for more than two months. Although the overall level of debtors at the end of Q2 was broadly similar to Q1, Members expressed concern about recurring names on the debtor list. The Executive Officer was requested to provide further information on the outstanding balances and their current status.

RESOLVED

1. That the quarterly financial and performance reports for the period ended 30 September 2026 be received and approved.

2. That a monthly Working Group be established to consider operational and financial matters relating to The Harlington, with meetings to be held online during the day and, where possible, avoiding Wednesdays and Thursdays.

3. That the Executive Officer report back on the outstanding debtor balances, including their current status.

006 GRANT POLICY

Members reviewed the updated *Grants Policy* and *Grant Application Form*.

RESOLVED

That the updated *Grants Policy* and *Grant Application Form* be approved.

007 GRANTS

Members considered the grant application from Fleet Carnival and awarded £1,000 towards the costs of the 2027 Carnival. Members requested that the Executive Officer seek clarification of the term 'Field Costs', as the Council does not charge for the use of Calthorpe Park for the event.

Members considered Ancells Preschool's request for grant funding towards its premises hire costs. Members did not consider a grant to be the most appropriate approach in these circumstances but agreed in principle that the Council could offer the Preschool an annual rent. As Members were unable to determine an appropriate rental level, they requested that the Executive Officer arrange a meeting with the Preschool Manager and Treasurer to agree a figure that balanced obtaining a reasonable return from a community asset with ensuring that the Preschool remained affordable.

Members considered a verbal grant request from Councillor Schofield on behalf of Fleet Film, which wished to hold a second screening of the National Emergency Briefing. Fleet Film had some funds available to cover the premises hire charges but faced a shortfall of approximately £250. Members approved a Grant Aid in Kind of up to £250 to cover the premises hire charges at The Harlington.

Members reviewed the record of grants awarded for 2026/27 and requested that the Girl Guides be added to the list of organisations charged a peppercorn rent.

RESOLVED

1. That a grant of £1,000 be awarded to Fleet Carnival towards the costs of the 2027 Carnival, and that the Executive Officer seek clarification of the 'Field Costs' included in the application.

2. That the Executive Officer arrange a meeting with the Manager and Treasurer of Ancells Preschool to discuss an appropriate annual rental arrangement.

3. That a Grant Aid in Kind of up to £250 be awarded to Fleet Film towards premises hire charges at The Harlington for a second screening of the National Emergency Briefing.

4. That the record of grants awarded for 2026/27 be noted, with the Girl Guides to be added to the list of organisations charged a peppercorn rent.

008 COMPLAINTS POLICY

Members reviewed the updated *Complaints Policy*.

RESOLVED

That the updated *Complaints Policy* be approved.

009 BIODIVERSITY STATEMENT

Members reviewed the updated *Biodiversity Statement*.

RESOLVED

That the updated *Biodiversity Statement* be approved.

010 BANKING ARRANGEMENTS

The Council currently banks with HSBC. While the existing arrangements continue to meet the Council's day-to-day banking requirements, Members noted a number of recent issues with the HSBCnet online banking platform. These included a duplicate payment, a payment appearing to disappear following first approval, difficulties cancelling payments and delays in obtaining assistance from HSBC when issues required resolution.

Members considered a proposal to open an additional current account with Unity Trust Bank. This would provide the Council with an alternative banking relationship and enable Members to assess Unity Trust Bank's online banking platform and customer support arrangements alongside the existing HSBC provision.

RESOLVED

1. That the opening of an additional current account with Unity Trust Bank be approved on a trial basis.

2. That the Executive Officer/RFO be authorised to complete the necessary application and associated documentation, in accordance with the Council's Financial Regulations and approved banking arrangements.

3. That the Executive Officer report back to the Committee on the outcome of the trial.

011 2027/28 DRAFT BUDGET

Members considered the first draft of the 2027/28 budget and the accompanying reports:

1. Statement of Variation

2. Detailed Budget

3. Reserves

4. Maintenance and Capital Works

Members **NOTED** that the draft budget did not include several items previously put forward for consideration:

• **Sensory Garden at The Views:** Members **NOTED** that an earmarked reserve was already available, meaning that this was a project proposal rather than a budget-setting matter. Suggestions included working with the Mosaic Centre, installing a sundial or sound station, and introducing a bulb display along Bakers Way where the retaining wall had been repaired.

• **Grassing the former car park at Ancells:** No decision had been made on this proposal.

• **Speedwatch equipment and administration costs:** No decision had been made on whether these costs should be included.

• **Apprentice Handyman:** To be considered separately by a Budget Working Group on Staffing.

• **Events Co-ordinator:** To be considered separately by a Budget Working Group on Staffing.

Members acknowledged the considerable uncertainty facing the Council over the next two years, which presented challenges for the budget-setting process. Members thanked the Executive Officer for the work undertaken to date in preparing the draft budget.

Members identified the Harlington Development and Harlington on Tour cost centres as the principal areas of financial risk within the draft budget. In particular, Members considered that the assumptions underpinning Harlington on Tour required detailed review. A Budget Working Group meeting was scheduled for Monday 26 October 2026 at 2.30 pm via Microsoft Teams to consider these matters.

Members also agreed that a separate Budget Working Group was required to consider staffing levels and associated costs. No date was set for this meeting.

RESOLVED

That two Budget Working Groups be held to consider the following areas of the draft 2027/28 budget:

1. Harlington on Tour: Monday 26 October 2026 at 2.30 pm via Microsoft Teams.

2. Staffing: Date to be confirmed.

012 INVESTMENT REPORT

Members considered the quarterly investment report for the period ended 30 September 2026.

Account	Balance
HSBC Current Account	£950,493.37
HSBC Savings Account	£1,282,905.26
CCLA Public Sector Deposit Fund	£3,154,437.59
Total	£5,397,836.22

Members **NOTED** that several transfers had recently been made from the HSBC Current Account to the interest-bearing HSBC Savings Account.

Councillor Schofield queried whether further funds could be transferred to the CCLA Public Sector Deposit Fund, which offered a higher rate of interest than the HSBC accounts. The Executive Officer confirmed that she would review the Council's cashflow requirements and consider transferring surplus funds accordingly.

RESOLVED

1. That the balances held in the Council's bank accounts and investment fund as at 30 September 2026 be noted.

2. That the Executive Officer review the Council's forthcoming cashflow requirements and, following that review, transfer any surplus funds from the HSBC Savings Account to the CCLA Public Sector Deposit Fund, with the aim of maximising interest income, subject to the Council's Treasury Management Policy and approved investment arrangements.

013 ANNOUNCEMENTS

The Executive Officer reminded Members to read the information previously circulated on sexual harassment and GDPR and to sign the accompanying acknowledgement form to confirm that they had read and understood the information and were aware of their responsibilities in these areas.

014 DATE & TIME OF NEXT MEETING

The next meeting of the Policy & Finance Committee is scheduled to be held on 17 February 2026 at 7.00pm at the Harlington.

The meeting closed at 21:08.

Signed: _____

Chair of the Policy & Finance

Date: _____

Payable Invoice Summary

Fleet Town Council
For the period 1 September 2026 to 30 September 2026

Status contains Paid

INVOICE DATE	CONTACT	REFERENCE	GROSS	STATUS
1 Sept 2026	Shelfguard Systems	18734	84.00	Paid
1 Sept 2026	Hampshire County Council	58355323	696.00	Paid
1 Sept 2026	The Festive Lighting Company	03-000-1110	8,679.79	Paid
1 Sept 2026	Cloudy IT	12864	90.96	Paid
1 Sept 2026	Molson Coors	908889380	1,751.00	Paid
1 Sept 2026	The Comedy Club Ltd	19SEP26	1,200.00	Paid
2 Sept 2026	Castle Water Limited - Harlington - DD	10011115504	1,174.97	Paid
2 Sept 2026	Kraken Print & Design Ltd	4243	259.20	Paid
2 Sept 2026	NP Tree Management Ltd	4436	504.00	Paid
2 Sept 2026	South & South East in Bloom	4267	100.00	Paid
2 Sept 2026	NP Tree Management Ltd	4439	528.00	Paid
2 Sept 2026	Hogs Back Brewery Ltd	69816	562.82	Paid
2 Sept 2026	Fleet Jazz Club	26/11	747.95	Paid
2 Sept 2026	Castle Water Limited - Calthorpe Park - DD	10011100214	165.69	Paid
2 Sept 2026	Castle Water Limited - AFCC - DD	10011116623	109.87	Paid
2 Sept 2026	Castle Water Limited - Cemetery - DD	10011103069	664.32	Paid
3 Sept 2026	Castle Water Limited - Ancells Park - DD	10011159642	29.38	Paid
4 Sept 2026	HSBC Credit Card - Rodney Marshall - DD	CCSTMTSEP26	227.75	Paid
5 Sept 2026	Jools Warren	22	150.00	Paid
6 Sept 2026	Sage (UK) Ltd - DD	02476198	116.16	Paid
6 Sept 2026	Rajesh Nagula	AF-00282	100.00	Paid
6 Sept 2026	Luna Safety Group Ltd	INV-441	303.98	Paid
7 Sept 2026	Cloudy IT	13053	1,874.40	Paid
7 Sept 2026	HSBC - DD	STMT070906	23.83	Paid
8 Sept 2026	Gilly Tarrant Agency	PJDK030926	2,129.66	Paid
8 Sept 2026	Wild Boys Productions Ltd	397	3,780.00	Paid
8 Sept 2026	HSBC Credit Card - Ben Crane - DD	CC AUG 26	155.24	Paid
8 Sept 2026	Booker Limited - DD	0458364	113.32	Paid
9 Sept 2026	KBO Lock & Safe Ltd	51635	150.60	Paid
9 Sept 2026	EE Mobile - DD	V02513246537	30.66	Paid
9 Sept 2026	Edge IT Systems Limited	39630	754.68	Paid
10 Sept 2026	Nigel Jeffries Landscapes Ltd	21505	252.00	Paid
10 Sept 2026	Total Energies Gas & Power Limited - DD	423477400/26	128.12	Paid
10 Sept 2026	Total Energies Gas & Power Limited - DD	423477455/26	46.41	Paid
10 Sept 2026	Ashley Sherlock Band	1140	150.00	Paid
11 Sept 2026	Xero (UK) Ltd - DD	31476084	84.00	Paid
11 Sept 2026	Rushmoor Rotary	VOUCHER	170.00	Paid

11 Sept 2026	Chubb	11612914	1,258.93	Paid
11 Sept 2026	Paymentsense Ltd - DD	6497431	113.94	Paid
11 Sept 2026	Chris Trimby Audio	483	150.00	Paid
12 Sept 2026	GC Lighting	61	165.00	Paid
14 Sept 2026	The Fate Group Ltd	2528	4,200.00	Paid
14 Sept 2026	Focus Group - DD	11266695	57.71	Paid
15 Sept 2026	Infinity Playgrounds Ltd	02196	1,013.54	Paid
15 Sept 2026	Infinity Playgrounds Ltd	02191	2,100.00	Paid
15 Sept 2026	Miles Wheway	MWI0150	300.00	Paid
15 Sept 2026	Infinity Playgrounds Ltd	02193	330.66	Paid
15 Sept 2026	AGMP Artists Ltd	1261	1,200.00	Paid
16 Sept 2026	The Columbaria Company	110889	174.00	Paid
16 Sept 2026	Hogs Back Brewery Ltd	70277	307.31	Paid
16 Sept 2026	NP Tree Management Ltd	4456	552.00	Paid
16 Sept 2026	NPower Business Solutions - DD	IN16341354	46.62	Paid
16 Sept 2026	NPower Business Solutions - DD	IN16302790	111.83	Paid
16 Sept 2026	NPower Business Solutions - DD	IN16341229	39.13	Paid
16 Sept 2026	NPower Business Solutions - DD	IN16302720	174.49	Paid
16 Sept 2026	MS Music Limited	Counterfeit Beatles	1,400.00	Paid
18 Sept 2026	Comfort Building Services Limited	#Z003422	297.60	Paid
18 Sept 2026	Full Throttle Disco	FTD HAR601809	250.00	Paid
18 Sept 2026	The Columbaria Company	INV0110934	258.00	Paid
19 Sept 2026	Virgin Media	446188-032	223.00	Paid
19 Sept 2026	Virgin Media	446188032	223.00	Paid
21 Sept 2026	Castle Water Limited - Basingbourne Park - DD	10011379065	7.98	Paid
21 Sept 2026	Red River Artists Ltd	1166	3,234.54	Paid
22 Sept 2026	Comfort Building Services Limited	Q14863	444.00	Paid
22 Sept 2026	BDO LLP	00879804	3,024.00	Paid
22 Sept 2026	Vimto (Out of Home) Limited	90102242	367.27	Paid
22 Sept 2026	London Catering & Hygiene Solutions	171868	6.72	Paid
22 Sept 2026	London Catering & Hygiene Solutions	171869	250.55	Paid
22 Sept 2026	HSBC - DD	13746241	76.84	Paid
23 Sept 2026	Paymentsense Ltd - DD	6497430	17.88	Paid
23 Sept 2026	Infinity Playgrounds Ltd	02224	1,602.00	Paid
23 Sept 2026	The Columbaria Company	INV0111013	354.00	Paid
24 Sept 2026	Luna Safety Group Ltd	INV-446	607.97	Paid
24 Sept 2026	AGMP Artists Ltd	1282	855.00	Paid
24 Sept 2026	AGMP Artists Ltd	1287	1,710.00	Paid
25 Sept 2026	Ecology Solutions Ltd	4280517	6,240.00	Paid
25 Sept 2026	The Ecology Co-operation Limited	Wrong acc	(6,240.00)	Paid
27 Sept 2026	Production.gg	541	216.00	Paid
28 Sept 2026	Rita Tong - Expenses	Mileage Sep 2026	64.01	Paid
28 Sept 2026	Hampshire County Council	58358054	332.76	Paid
29 Sept 2026	Infinity Playgrounds Ltd	BH-26.138	392.88	Paid

29 Sept 2026	Ecology Solutions Ltd	#INV04297095	2,880.00	Paid
29 Sept 2026	GFI Music Promotions Limited	1002	2,885.57	Paid
29 Sept 2026	Comfort Building Services Limited	#Z0036860	537.60	Paid
29 Sept 2026	Molson Coors	908944195	1,377.64	Paid
30 Sept 2026	Burrell Foley Fischer LLP	BFF1668/013(8253)	213,973.20	Paid
30 Sept 2026	Ticketsolve Ltd	9936	1,766.36	Paid
30 Sept 2026	Paymentsense Ltd - DD	STMT300926	360.68	Paid
30 Sept 2026	BOC Limited - DD	3089396271	310.98	Paid
30 Sept 2026	Sian Taylor	MILEAGE SEP 2026	49.50	Paid
30 Sept 2026	CH Cleaning Services	2487	3,067.98	Paid
30 Sept 2026	CH Cleaning Services	2488	874.50	Paid
30 Sept 2026	CH Cleaning Services	2489	534.30	Paid
30 Sept 2026	CH Cleaning Services	2490	160.08	Paid
30 Sept 2026	CH Cleaning Services	2491	80.70	Paid
30 Sept 2026	CH Cleaning Services	2493	178.56	Paid
30 Sept 2026	Chambers Waste Management Limited	P869808	358.86	Paid
30 Sept 2026	Chambers Waste Management Limited	P869809	42.41	Paid
30 Sept 2026	Chambers Waste Management Limited	P869807	127.49	Paid
30 Sept 2026	Nigel Jeffries Landscapes Ltd	21605	17,554.90	Paid
Total			**303,721.23**	

SUBJECT: INVESTMENT AND CURRENT ACCOUNTS

Account balances for Fleet Town Council as of 30 September 2026

Account	Funds	Interest Rate	Comment
HSBC Current Bank Account, Account No: 61539272	£950,493.37		
HSBC Savings Account, Account No: 91620886	£1,282,905.26	1.41% per annum	Interest paid into HSBC Savings account monthly.
CCLA Investment Management Ltd, Public Sector Deposit Fund, Account No.: 0662920001	£3,154,437.59	3.86% per annum	Interest paid into CCLA, monthly.
TOTAL	**£5,387,836.22**		

Please note:

Interest received on 2 September 2026 into CCLA account:
CCLA £10,277.48

Interest received on 21 September 2026 into HSBC Savings account:
HSBC Savings £1,363.78

Recommendation

1. To note the balances held in the Fleet Town Council Accounts

REVIEW OF STANDING ORDERS

Current Standing Order	Proposed Standing Order	Issue / Comments
SO 1(e): The period of time [which is at the Chair's discretion] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes unless the Chair wishes to use their discretion. SO 1(f): Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and must hand a written copy of the question to the Executive Officer immediately before the meeting at the latest. The length of the question must not exceed 65 words. The total time for public participation shall not exceed 15 minutes.	SO 1(e): The period designated for public participation shall normally not exceed 15 minutes. The Chair may, at their discretion, extend the period where they consider this appropriate. SO 1(f): Subject to standing order 1(e) above, each member of the public is entitled to speak once in respect of business itemised on the agenda. Members of the public should, where practicable, indicate the subject of their question to the Executive Officer or Chair before the meeting. Questions may be asked verbally and are not required to be submitted in writing.	The Chair appears to have discretion to extend the period under 1(e), while 1(f) imposes an absolute 15-minute limit. A Chair extending the session could therefore be acting contrary to 1(f). SO 1(f) describes a procedure which is not actually being operated. In practice the member of the public normally tells the EO or the Chair what their question is before the meeting; it is normally verbal rather than written, and the Council does not check the 65-word limit.
SO 1(g): says a public question "shall not require a response or debate." SO 1(h): "Questions will be answered", including immediately, following research, or at subsequent meetings.	SO 1(g): A question asked by a member of the public during a public participation session shall not require an immediate response or debate. The question will be included in the minutes.	A literal reading of 1(g) suggests no response is required, while 1(h) establishes a process for providing one. This is a genuine contradiction within the Standing Orders themselves.
SO 34(c): A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 including VAT but less than the relevant thresholds in standing order 34(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.	SO 34(c): Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules.	SO 34 refers to the Public Contracts Regulations 2015, including Regulations 109–114 and Contracts Finder which is now outdated. FR 11 instead refers to the Procurement Act 2023 and Procurement Regulations 2024, or superseding legislation. Proposed wording updates to be consistent with FR 11 and current legislation.

Current Standing Order	Proposed Standing Order	Issue / Comments
SO 34(g)(ii): for specialist services such as are provided by legal professionals acting in disputes;	SO 34(g)(ii): for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;	SO 34 (g)(ii) refers to specialist services such as legal professionals acting in disputes. FR 11 refers to solicitors, accountants, surveyors and planning consultants. The two documents should be consistent with one another.
SO 38(j): To consider and where appropriate, authorise any requests for supplementary expenditure from spending committees, providing it falls within the overall approved Council budget and excluding General Reserves which must be authorised by Council;	To consider and, where appropriate, authorise requests for supplementary expenditure from spending committees, provided that the expenditure remains within the overall approved Council budget. Where expenditure would exceed the relevant committee budget, the necessary budget transfer or variation shall be authorised before the expenditure is incurred. General Reserves must be authorised by Council.	SO 38(j) permits P&F to authorise supplementary expenditure from spending committees where it remains within the overall Council budget, excluding General Reserves. FR 3.1.1 says “No expenditure may be incurred that will exceed the amount provided in the budget for that Committee’s expenditure except in an emergency. P&F appears able to approve supplementary expenditure, while FR 3.1.1 says expenditure cannot exceed the committee's budget except in an emergency. Unless “authorise supplementary expenditure” means formally transferring/varying the budget before expenditure is incurred, the provisions conflict.
No current provision	**SO 1(r): Election of Chair or Vice-Chair in the absence of the nominee** Where a councillor who is otherwise eligible for election as Chair or Vice-Chair of the Council or a Committee is absent from the meeting at which the election is to take place, that councillor may nevertheless be nominated and elected to the office. Where a councillor is elected to the office in their absence, they shall make the required declaration of acceptance of office in	The current Standing Orders do not set out what should happen if a councillor who is eligible to be elected as Chair is absent from the meeting at which the election is due to take place. This issue arose in relation to the Establishment Committee, where the question arose as to whether a Chair could be elected in the absence of the councillor concerned. The existing Standing Orders provide for how a

Current Standing Order	Proposed Standing Order	Issue / Comments
	accordance with section 83 of the Local Government Act 1972. Where permitted by law, the Council or Committee may allow the declaration to be made before or at a later meeting. Until the elected Chair is able to act, the meeting shall be presided over in accordance with standing order 1(q) or the equivalent provision applying to the Committee. OR A councillor shall only be eligible for election as Chair or Vice-Chair of the Council or a Committee if they are present at the meeting at which the election takes place. Nothing in this Standing Order shall prevent the Council or Committee from appointing a person to preside at a meeting where the Chair or Vice-Chair is absent, in accordance with Standing Order 1(q) or any other applicable provision of these Standing Orders.	meeting is to be presided over when the Chair or Vice-Chair is absent, but they do not specifically address whether an absent councillor may themselves be elected to the office of Chair. The purpose of proposing a new Standing Order is therefore not to advocate for either outcome. It is to ensure that there is a clear and agreed procedure for dealing with this situation if it arises in the future, so that the Council or a Committee is not required to determine the position on an ad hoc basis at the meeting. Two possible approaches could be considered: • **Option 1:** expressly permit a councillor who is absent to be nominated and elected as Chair, subject to any applicable legal requirements; or • **Option 2:** expressly provide that the Chair must be elected from among the members who are present at the meeting. The purpose of bringing this forward is therefore simply to close the current gap in the Standing Orders and ensure that everyone is clear about how an election should be managed if the issue arises again. .

Fleet Town Council
Standing Orders November 2026

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1. Meetings of Full Council and Committees

a **Meetings do take place in the Harlington which is licensed for the supply of alcohol as this is the most practical venue to hold Council meetings. Alcohol however is not served in the part of the building when the meeting is taking place.**

b **When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**

c **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. This will be subject to the paragraphs below and will ordinarily occur during the time set aside for public participation at the beginning of the meeting.

e The period designated for public participation shall normally not exceed 15 minutes. The Chair may, at their discretion, extend the period where they consider this appropriate.

f Subject to standing order 1(e) above, each member of the public is entitled to speak once in respect of business itemised on the agenda. Members of the public should, where practicable, indicate the subject of their question to the Executive Officer or Chair before the meeting. Questions may be asked verbally and are not required to be submitted in writing.

g A question asked by a member of the public during a public participation session shall not require an immediate response or debate. The question will be included in the minutes.

h In accordance with standing order 1(g) above. Questions will be answered in one of the following ways:

- When an answer can be given immediately, the answer will be included in the first draft of the minutes.
- When an answer requires research to be taken over a period of up to 4 weeks, the answer, as soon it is available, will be added to the draft minutes displayed on the Council website and will be included in the minutes adopted by the next following Council meeting.
- When an answer still cannot be answered by this Council meeting then an update will be included at item 3 on the next and every subsequent agenda, until an answer can be provided and will then be included in the next available set of minutes.

i A summary record of a public participation session at a meeting shall be included in the minutes of that meeting.

j Any person speaking at a meeting shall address their comments to the Chair.

k Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.

l A copy of the above Public Participation rules shall be placed in the public seating area at the Council meeting.

m **Subject to standing order 1(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

o **In accordance with standing order 1(c) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present**.

p **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair may in their absence be done by, to or before the Vice-Chair (if any).**

q **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

r **Where a councillor who is otherwise eligible for election as Chair or Vice-Chair of the Council or a Committee is absent from the meeting at which the election is to take place, that councillor may nevertheless be nominated and elected to the office.**

Where a councillor is elected to the office in their absence, they shall make the required declaration of acceptance of office in accordance with section 83 of the Local Government Act 1972. Where permitted by law, the Council or Committee may allow the declaration to be made before or at a later meeting.

Until the elected Chair is able to act, the meeting shall be presided over in accordance with standing order 1(q) or the equivalent provision applying to the Committee.

OR

A councillor shall only be eligible for election as Chair or Vice-Chair of the Council or a Committee if they are present at the meeting at which the election takes place.

Nothing in this Standing Order shall prevent the Council or Committee from appointing a person to preside at a meeting where the Chair or Vice-Chair is absent, in accordance with Standing Order 1(q) or any other applicable provision of these Standing Orders.

s **Subject to model standing order 1 (t) below and the meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**

t **The Chair may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.** (*See also standing orders 2 (h) and (i)below.*)

u **Voting on any question, with the exception of Councillor co-option, shall be by a show of hands.**

Voting by Secret Ballot is permitted for the co-option of a Councillor.

At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

v **The minutes of a meeting shall record the names of councillors present** and absent also the names of officers and visiting Councillors as well as the number of members of the public.

w **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

x **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.** (*See also standing order 9 below*.)

y **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council / Committee are present and in no case shall the quorum of a meeting be less than 3.**

z **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

aa Meetings shall not exceed a period of 3 hours.

bb The Chair's decision as to the application of Standing Orders at meetings shall be final.

cc A Councillor's failure to observe Standing Orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with Standing Order 12b.

dd **A Councillor or non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter**.

2. Annual Council Meetings

See also standing order 1 above

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.**

b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**

e **The election of the Chair and Vice-Chair of the Council shall be the first business completed at the annual meeting of the Council.**

f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual

Meeting of the Council, the order of business shall be as follows.

i. In an election year, delivery by Councillors of their declarations of acceptance of office.

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.

iii. Receipt of nominations to existing committees.

iv. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.

v. Review and adoption of appropriate standing orders (including Review of delegation arrangements and terms of reference to committees, sub-committees, employees and other local authorities) and financial regulations in line with the requirement at SO 33b.

vi. Review of representation on or work with external bodies and arrangements for reporting back.

vii. Review of inventory of land and assets including buildings and office equipment.

viii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

ix. Review of the Council's and/or employees' memberships of other bodies.

x. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3. Extraordinary Meetings

See also standing order 1 above

a The Chair of the Council may convene an extraordinary meeting of the Council at any time.

b If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

c The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

d If the Chair of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

4. Preparation for Council Meetings

a Agenda items are not to be debated if there is no supporting report or it is circulated less than three days prior to the meeting.

b Chairs should ensure that only items for which briefing papers have been circulated prior to the meeting are on the agenda.

c No financial approvals shall be given unless all relevant financial information is circulated at least three days prior to the meeting.

d Chairs are to assume that all briefing papers have been read.

e Members are responsible for reading all background papers prior to the meeting.

5. Motions Requiring Written Notice

a In accordance with standing order 7(b)(iii), below no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.

b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 5(a) above, correct obvious grammatical or typographical errors in the wording of the motion.

c If the Proper Officer considers the wording of a motion received in accordance with standing order 5(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.

d If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.

e Having consulted the Chair or councillors pursuant to standing order 5(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.

g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.

h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

i All Submitted Motions must have a supporting report as per Standing Order 5a.

6. Motions not Requiring Written Notice

a Motions in respect of the following matters may be moved without written notice.

i. To appoint a person to preside at a meeting.

ii. To approve the absences of Councillors.

iii. To approve the accuracy of the minutes of the previous meeting.

iv. To correct an inaccuracy in the minutes of the previous meeting.

v. To dispose of business, if any, remaining from the last meeting.

vi. To alter the order of business on the agenda for reasons of urgency or expedience.

vii. To proceed to the next business on the agenda.

viii. To close or adjourn debate.

ix. To refer by formal delegation a matter to a committee or an employee.

x. To appoint a committee, sub-committee or working group or any councillors (including substitutes) thereto.

xi. To receive nominations to a committee sub-committee or working group.

xii. To dissolve a committee, sub-committee or working group.

xiii. To note the minutes of a meeting of a committee sub-committee or working group.

xiv. To consider a report and/or recommendations made by a committee or a sub-committee or a Working Group or an employee.

xv. To consider a report and/or recommendations made by an employee, professional advisor,

expert or consultant.

xvi. To authorise legal deeds signed by two councillors and witnessed.

(See standing orders 16 (a) and (b) below.)

xvii. To authorise the payment of monies up to £250.

xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.

xix. To extend the time limit for speeches.

xx. To exclude the press and public for all or part of a meeting.

xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.

xxii. To give the consent of the Council if such consent is required by standing orders.

xxiii. To suspend any standing order except those which are mandatory by law.

xxiv. To adjourn the meeting.

xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

xxvi. To answer questions from councillors.

xxvii. To give dispensations to Councillors where appropriate (see 9)

7. Proper Officer

a The Executive Officer shall be the Council's Proper Officer. The Executive Officer or other person duly authorised to so act during the Proper Officer's absence is appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer or other duly authorised person appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

b The Council's Proper Officer shall do the following.

i. Give notice to councillors confirming the time, date, venue and the agenda for a meeting by electronic delivery at least 3 clear days before a meeting provided any such email contains the electronic signature and title of the Proper Officer.

ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them)**.

iii. Subject to standing orders 5a)–(e) above, include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.

iv. **Convene a meeting of full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office, in accordance with standing order 7(b)i] and 7(b)ii] above**.

v. **Make available for inspection the minutes of meetings**.

vi. Receive and retain copies of byelaws made by other local authorities.

vii. Receive and retain declarations of acceptance of office from councillors.

viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

ix. Keep proper records required before and after meetings.

x. Process all requests made under the Freedom of Information Act 2000 and Data Protection legislation, in accordance with and subject to the Council's procedures relating

to the same.

xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form subject to the requirement of data protection, freedom of information legislation and other legitimate requirements (e.g. The Statute of Limitations Act 1980).

xiii. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.

xiv. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

8. Rules of Debate

a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.

b Subject to standing orders 5(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.

c Subject to standing order 7(b)(iii) above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.

d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.

e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.

f Any amendment to a motion shall be either:

i. to leave out words;

ii. to add words;

iii. to leave out words and add other words.

g A proposed and not carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.

h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.

i Subject to Standing Order 5(h) above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.

j Pursuant to standing order 5(h) above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.

k If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.

l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.

o Subject to standing orders 8 (m) and (n) above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.

p During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.

q A point of order shall be decided by the Chair and his decision shall be final.

r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.

s Subject to standing order 8(o) above, when a Councillor's motion is under debate no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be silent or for him to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting;

ix. To suspend any standing order, except those which are mandatory.

t In respect of standing order 8 (s)(iv) above, the Chair shall first be satisfied that the motion has been sufficiently debated before being put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

9. Code of Conduct (England)

See also standing orders 1(v)–(w) above

All Councillors shall observe the code of conduct adopted by the Council.

a All Councillors shall undertake training in the code of conduct within 6 months of the delivery of their Declaration of Acceptance of Office.

b It is a criminal offence for a member to participate and vote at a meeting on a matter which he / she is deemed to have a disclosable pecuniary interest. If a member is unsure as to whether they hold a disclosable pecuniary interest in a matter they should first seek advice from the Executive Officer well in advance of the meeting. If they feel they have a disclosable pecuniary interest then the Council will have to approve a dispensation prior to participating in the item at the meeting. Details of the dispensation will be recorded in the minutes.

c Where a member has a disclosable pecuniary interest in a matter he / she will leave the room whilst the matter is being discussed unless they have been given a dispensation as per 9(b).

10. Questions

a A Councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.

b Every question shall be put and answered without discussion.

11. Minutes

a If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 6(a)(iv) above.

c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The Chair of this meeting does not believe that the minutes of the meeting of the [Full Council OR [ ] Committee] held on [date] in respect of [item] were a correct record but his view was not upheld by the majority of the [Full Council OR [ ] Committee] and the minutes are confirmed as an accurate record of the proceedings."

e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

12. Disorderly Conduct

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

b If, in the opinion of the Chair, there has been a breach of standing order 12(a) above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

c If a resolution made in accordance with standing order 12(b) above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

13. Rescission of Previous Resolutions

a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least two-thirds of the members of the Council, or committee or by a motion moved in pursuance of the report or recommendation of a committee.

b When a special motion or any other motion moved pursuant to standing order 13(a) above has been disposed of, no similar motion may be moved within a further 6 months.

14. Voting on Appointments

a Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This

process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

15. Expenditure

a Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.

b The Council's financial regulations shall be reviewed once a year.

c The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

16. Execution of Legal Deeds

See also standing order 6(a)(xvi) above

a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

b **In accordance with a resolution made under standing order 16(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

17. Committees

See also standing order 1 above

a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. may permit committees to determine the dates of their meetings;

iii. shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless it is a committee which regulates and controls the finances of the Council);

iv. may in accordance with standing orders, dissolve a committee at any time.

18. Sub Committees

See also standing order 1 above

a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

19. Working Groups

See also standing order 1 above

a The Council or committees may appoint Working Groups comprised of a number of Councillors and non-councillors.

b Working Groups and any sub-Working Group may consist wholly of persons who are non-

councillors.

c Officers will not generally be required to attend Working Groups unless deemed necessary.

d Working Groups only have power to investigate and report, unless otherwise delegated.

20. Accounts and Financial Statements

a All payments by the Council shall be authorised, approved and paid in accordance with the Council's Financial Regulations, which shall be reviewed at least annually.

b The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 January in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

21. Estimates / Precepts

a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.

b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the 30th September.

22. Canvassing of and Recommendations by Councillors

a Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.

b A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

23. Inspection of Documents

a Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

24. Unauthorised Activities

a Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

25. Confidential Business

a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.

b A Councillor in breach of the provisions of standing order 25(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

26. General Power of Competence

a The General Power of Competence (GPC) allows eligible local Councils "the power to do anything that individuals generally may do" as long as they don't break other laws. This is the power of "first resort".

Eligibility criteria:

- Two thirds of the Council must be elected (even if the election was not contested). For Fleet Town Council this is 12 members.
- The Executive Officer must hold the CiLCA qualification, including the GPC qualification, or be prepared to acquire the qualification within one year.

b The Council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the Council to confirm that it still meets the criteria (if it does). (i.e. a 'relevant' annual meeting is the annual meeting of the Council after the ordinary election that normally take place every four years).

27. Matters Affecting Council Employees

a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the establishment committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.

b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chair, in their absence, the Vice-Chair of any absence occasioned by illness or urgency and that person shall report such absence to the Council at its next meeting if the absence is for more than 5 days.

c The Chair of the Council and the Chair of Establishment Committee shall in accordance with the Councils Appraisals system conduct a review of the performance and/or appraisal of the Executive Officer and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by Policy and Finance Committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chair or in their absence, the Vice-Chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Establishment Committee

e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by the Executive Officer relates to the Chair or Vice-Chair of the Finance and Policy committee, this shall be communicated to another member of the Finance and Policy committee, which shall be reported back and progressed by resolution of the council.

f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

g The Council shall keep written records relating to employees secure. All paper records shall be

secured under lock and electronic records shall be password protected.

h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 27(g) and (h) above if so justified.

j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 27(g) and (h) above shall be provided only to the Executive Officer and/or the Chair of the Council OR the Chair of the Policy and Finance committee.

28. Responsibilities to Provide Information

See also standing order 29

a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

If gross annual income or expenditure (whichever is the higher) exceeds £200,000 **the Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

29. Management of Information

See also standing order 30

a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

30. Responsibilities Under Data Protection Legislation

(Below is not an exclusive list).
See also standing order 29.

a The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.

b The Council shall have a written policy in place for responding to and managing a personal data breach.

c The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

d The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

e The Council shall maintain a written record of its processing activities.

31. Freedom of Information Act 2000

a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.

b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chair of the Finance and Policy committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing Order 7(b)(x) above.

32. Relations with the Press / Media

a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

33. Liaison with District and County Councillors

a An invitation to attend a meeting of the Council shall be sent electronically, together with the agenda, to the Councillors of the District or County Council representing its electoral wards.

b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent electronically to the District or County Councillor representing its electoral ward.

c District and County Councillors may participate in Council meetings at the discretion of the Chair.

34. Financial Matters

a The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the accounting records and systems of internal control;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually;

iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments;

v. whether contracts with an estimated value below £60,000 excluding VAT due to special circumstances are exempt from a tendering process or procurement exercise.

b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules.

d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer or other duly appointed person in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules.

g. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Executive Officer / RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

35. Allegations of Breaches of the Code of Conduct

a All allegations of breaches of the Code of Conduct will be forwarded to the Monitoring Officer to investigate and deal with the complaint.

36. Variation, Revocation and Suspension of Standing Orders

a Any or every part of the standing orders, except those which are **mandatory by law**, which are

highlighted in bold, may be suspended by resolution of at least two-thirds of the councillors at a meeting in relation to any specific item of business.

b A motion to permanently add to or to vary or to revoke one or more of the Council's Standing Orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

37. Delegation and Terms of Reference to the Planning Committee

a To consider and respond to all applications for planning permission and planning appeals referred to Town Council by Local Planning Authorities;

b To consider all matters relating to Listed Building Consents, Buildings of Special Architectural Interest, Historic Buildings and the Conservation Areas;

c To identify, comment upon, and refer to the relevant authorities any matters considered to be in breach of planning permission;

d To consider and comment on all planning matters relating to the Town of Fleet and advise the District and Town Council as necessary;

e To comment upon and monitor Tree Applications, Tree Preservation Orders and to seek approval for further TPOs if deemed necessary;

f To commit to engage with residents and developers for pre-application consultation;

g To actively promote the needs of the Town for s106 contributions;

h To consider and comment on all planning policy matters relating to the town of Fleet and provide recommendations for report to the Town Council;

i To respond to all relevant consultation documents relating to planning policy and associated matters;

j Facilitate the development of a Neighbourhood Plan for approval by the whole council and review at least every five years.

38. Delegation and Terms of Reference to Policy and Finance Committee

a To regulate, manage and control the finance and resources of the Town Council, including the recommendation to Town Council of the annual budgets and precept within the Council's Financial Regulations;

b To review the expenditure on capital schemes and all budgets set by the Council;

c To review the asset register and make recommendations to Council for amending the register;

d To provide guidance to Committees and Council on overall levels of income and expenditure, and the financial implication of its policies;

e To ensure that an adequate and effective system of internal control is in place to secure the integrity of finances and any other information;

f To ensure the preservation of probity and good financial and other practices within the Council;

g To consider and take appropriate action on all reports arising from both internal and external auditors;

h On the recommendation of the Risk Working Group, to take steps to identify and update key risks facing the Council, and to recommend to council appropriate measures to avoid, reduce or control those risks or their consequences including the provision of insurance cover;

i To review quarterly performance against budget and take any necessary action;

j To consider and, where appropriate, authorise requests for supplementary expenditure from spending committees, provided that the expenditure remains within the overall approved Council budget. Where expenditure would exceed the relevant committee budget, the necessary budget transfer or variation shall be authorised before the expenditure is incurred. General Reserves must be authorised by Council;

k To manage the central administration budget;

l To agree grants to organisations making a contribution to the local community in accordance with Grants Policy;

m To keep the Council's policies and procedures under review in accordance with the Councils Policy timetable and adopt all new policies as and when required.

39. Delegation and Terms of Reference to Recreation Leisure and Amenities Committee

a Oversee the management and improvement of the Council's recreational facilities;

b To oversee the management of Fleet Cemetery;

c Agree and monitor contracts for the maintenance of the Council's facilities;

d Recommend fees for the use of the Council's facilities;

e Oversee the maintenance of recreation grounds (Including children's play areas), recreational and amenity areas;

f Review regular inspection of recreation ground equipment by an outside agency;

g To consult with interest groups and Fleet residents about matters within the committee's remit;

h To approve first time event applications.

40. Delegation to the Establishment Committee

a To set the level of staff resources together with matters relating to terms and conditions of employment, and level of salary within budgetary limits and guidelines;

b To ensure the Council complies with all legislative requirements relating to the employment of staff:

i. To advertise, interview and negotiate acceptable terms and conditions and

ii. make recommendations to employ the Senior Officer positions including Executive Officer and Senior Line Managers. For the sake of clarity all other positions shall be appointed by the Executive Officer or the Harlington General Manager as appropriate in accordance with the staffing resources, terms and conditions and salary levels determined by the Policy and Finance Committee and within budgetary provision;

c All members of the Establishment Committee must be members of the Town Council;

i. The maximum number of this committee shall be 8, including ex-officio members, so that there remains a pool of other councillors from whom 3 can be selected for any employment appeal hearing;

d To hear and resolve Grievance and Disciplinary hearing appeals;

e To agree annual bonuses in line with Council policy and contracts of employment;

f To recommend annual pay reviews to be incorporated into annual budgets;

g To develop and review policies related to the employment of staff.

41. Delegation to a Disciplinary Panel

a Comprising three members of the Establishment Committee, to hear and resolve Disciplinary matters which may include sanctions up to dismissal of staff.

42. Delegation to a Grievance Panel

a Comprising three members of the Establishment Committee, to hear and resolve Grievance matters which may include sanctions up to dismissal of staff.

43. Delegation to an Appeals Panel

a Comprising three members of the Establishment Committee not involved in the Disciplinary Panel or the Grievance Panel, to hear and resolve appeals regarding Disciplinary Panel or Grievance Panel decisions.

44. Delegation to the Executive Officer

a To act as the Councils Proper Officer wherever referred to;

b Power to spend all Council Budgets, and to delegate these to appropriate staff, within the limitations of the Council's Financial Regulations;

c Responsibility to manage all those employees who undertake Town Council functions and to oversee the management of The Harlington;

d Responsibility for the day to day management of The Councils facilities, finances and assets;

e Overall responsibility for Health and Safety of the Council's facilities including The Harlington and Ancells Farm Community Centre;

f To make appropriate Grant Applications to support the Councils Capital programme and service delivery;

g To appoint all employees who carry out the Town Council function save for Senior Line Managers;

h To deal with all Freedom of information Act requests in accordance with Legislation and Council Policy;

i Grant permission for event applications in line with Council Policy where it is a repeat application or a minor event;

j Power to grant block dispensations as per item 9 Code of Conduct.

45. Delegation to The Harlington and Ancells Farm Community Centre General Manager

a Responsibility to appoint and manage employees who carry out The Harlington and Ancells Farm Community Centre (as opposed to the Town Council) function;

b Day to day responsibility for the management and implementation for the Health and Safety of The Harlington and Ancells Farm Community Centre Facilities.

46. Councillor Training

All new Town Councillors shall undertake training provided by the Hampshire Association of Local Councils, or a similar body, appropriate to their role as a new Councillor within 6 months of signing the Declaration of Acceptance of Office.

Finance and Risk Register

FC = FULL COUNCIL, P&F = POLICY & FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

Approval date: Council 6th September 2023

					Current Risk			
Risk Description	**TOP CURRENT KEY RISKS**	**Risk Manager**	**Committee**	**Controls in place**	**Likelihood**	**Impact**	**Rating**	**Actions / Review Date**
FINANCIAL								
The Harlington Replacement / Refurbishment * Risk to reputation - loss of performance centre in Fleet, Financial implications. * Procurement risks - not complying with latest regulations		Executive Officer The Harlington Manager	FC / HWG	* Keep public informed by newsletters/flyer/website/social media and consultations * Monthly Council meetings * Input from Civic * Quarterly P&F meetings * Harlington Working Group * Planning specialist advice	3	2	6	* HDC Civic Regeneration Project working Group consultee
Finance Management * Unable to deliver services within the resources available to the Council to meet obligations, including keeping the current year's budget within the approved budget framework. * Failure to control cost of major projects/events. * Fraud and theft: Risk of internal asset misappropriation, corruption or fraud deception * Staff have access to the safe, tills, bar and café supplies. The bank account is managed by 3 key staff. * Investments: financial loss, inappropriate investment. * Reserves: Failure to maintain reserves * Banking: difficulty banking due to closures of banks / having to use the post office and safety of person transporting cash to post office * Loss of bookings income: failure to collect income or payments not being made * Inadequate Precept: precept collected not being adequate to cover expenditure * Misuse of Credit Cards: credit cards used for inappropriate spending, not being able to provide evidence of spending * VAT: incorrectly categorising VAT on invoices, incorrect VAT return * Grants: being awarded unfairly or breaching regulations		Executive Officer The Harlington Manager	P&F / FC	* Financial Regulations and Standing Orders in place * Monthly Council meetings * Quarterly P&F meetings * Quarterly projections of Income and Expenditure reported to P&F Committee * Adequate reserves and insurance in place * Financial Risk record in place * CCTV around building including DM office where safe is kept * Cash kept locked in safe in DM Office - key is kept locked in combination box select staff know * Cash ups checked by person completing, Bar Manager / Supervisor and Duty Manager * Two Councillors check all invoices and authorise payments on the bank account * Stock Control in place * Bank account requires two Councillors to authorise any payments * If cash to be banked is over £1000, two people to do banking. Rotation of duties so not always same person * Invoices sent in timely matter. Any debtors chased regularly * Precept agreed as part of budget. Precept can be raised if needed. * Procedures for procurement and investment in place * Bank reconciliations reviewed regularly by RFO and Council * Review of minutes to ensure legal powers are available and the basis of the powers recorded and correctly applies by Internal Auditor * Credit Card Policy in place. Agreed limits on each card. Statements and receipts signed off by Executive Officer and two Councillors * VAT consultant in place. Most invoices provide VAT breakdown. 'Cheat sheet' of VAT amounts for when doing finances * Grant Application Form and supporting documentation guidelines in place. All grants have to be approved by P&F or Full Council. Register of grants awarded each financial year kept. * £2m Fidelity Guarantee included in insurance policy	2	3	6	
Market * Reputational risk if market provider fails to meet his contractual obligations. * Financial risk of not receiving rent from operator when requested		Executive Officer	P&F / RLA	* Market operator supplies Risk Assessment for day to day running of the market * Market currently operated by CIC group *Contractor Management *Quarterly RLA meetings to monitor any issues * Market operator agreement in place	2	3	6	
Procurement * Work incorrectly tendered or incorrectly awarded		Executive Officer	FC / P&F	* Contract and Tender templates in place * Financial regulations set out award of contracts * Contracts over £25k are tendered on Contract Finder. Three quotes obtained for contracts between £3k and £25k. Contracts over £213k will be procured in line with current legislation. * BIDS evaluated by two staff + finance officer + two Councillors. Report and recommendation written to Council * All tenders/contracts awarded by Full Council	2	3	6	
Bus Services * Fleet Connect - loss of service. Financial and reputational risk		Executive Officer	P&F	* Annual grant given to help maintain service * Usage statistics provided to monitor service * Liaison with joint funders * Community transport Working Group (external)	2	1	2	
Tennis * Income unable to meet sinking fund LTA (Lawn Tennis Association) requirements		Executive Officer Project Officer	RLA	* Regular budget monitoring and ensure amount is included in annual budget * Regular adverts on social media, newsletters etc. * Quarterly RLA meetings	1	2	2	

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Property / H&S Management								
The Harlington * Disruption risk due to power cuts, failure of electrics, boiler or water causing loss of revenue and/or expensive repairs. * Toilets are also a constant problem and the loss of these would result in the building closing. * Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances * Bar services: Failure to maintain statutory requirements for service provision * IT: disruption to ticketing/till systems		The Harlington Manager	RLA /P&F/ FC	* Quarterly RLA meetings * Front of House Risk Assessment in place * Technical Risk Assessment in place * PAT carried out annually on electrical equipment * Facilities - Building Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risks * Contractor Management in place * Contracts are signed by all service providers (Artists, Film, Comedy Club etc.) * Annual review of all assets * Fire Risk Assessment carried out by Chubb in November 2022 * H&S consultancy services in place * Contracts in place to test for legionella * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Bar risk assessments in place * Premises Licence in place * The Harlington Manager is the Designated Premises Supervisor. The Bar Manager also has a personal licence to sell alcohol. * The Bar Manager is responsible for stock ordering and control * Coffee machine pressure tested annually (when cafe in use) * Bar Manager is responsible for issuing detailed instructions to staff and maintaining training records * A professional stocktake is appointed annually * Fridge and freezer temperature checks carried out daily * The Bar Manager is responsible ensuring that staff sign the opening and closing checklist * Training for Food Hygiene mandatory. SFBB food hygiene documents in place and reviewed annually. * Food Hygiene Rating tested by District Council * Ticketing system is a large external company unlikely to go out of business * Till system is an external company * Insurance in place * Data backed up regularly	3	2	6	
Health and Safety Management * Procedures not followed resulting in member of staff/customer injured with consequence of: # Possible corporate manslaughter # Failure of statutory requirements # Insurance claim against the Council # Loss of reputation # Adverse media * Financial/ reputational loss due to change in HSE requirements * Reliance on health and safety advisor and scaling back of duties		Executive Officer Facilities & Open Spaces Manager (Parks, Office) The Harlington Manager	FC	* Health & Safety consultants in place for audit check and ad hoc advice * Management checks carried out monthly to ensure paperwork is completed following required tests *Management walk arounds to ensure compliance * Contractor Management in place - light touch * Risk meetings twice year (or more if required) *Health and Safety Policy in place * Risk Assessments in place for each area * COSHH register reviewed/updated annually. Hazardous substances stored securely i.e. cleaning cupboards, paint store etc. * Asbestos Register in place and annual checks carried out on condition of asbestos containing materials * Daily, weekly, monthly checks in place (water temps, flushing, ladders, fridge temps, first aid, emergency lighting, lifting aids etc. * Annual fire evacuation drill * Fire alarms tested weekly * Appropriate PPE provided i.e. work gloves for DM's moving tables, chemical resistant gloves/goggles for line cleaning * H&S actions spreadsheet in place and reviewed with staff * New staff H&S induction * Fire Evac procedure/policy in place and staff have Fire Warden, First Aid and Manual Handling training	2	3	6	
Building Condition * Failure of the fabric and services of buildings resulting in injury to individuals and/or non-compliance with relevant legislation or unavailability of buildings/ breach of contract * Plant failure i.e. boilers: loss of revenue through closure of building/cancellation of shows		The Harlington Manager Facilities & Open Spaces	FC	* Review of assets has included a condition survey of The Harlington that has informed a view of requirements * Contracts in place for maintenance * Health & Safety Consultant to be contracted for advice * Asbestos Register and annual check of condition of asbestos containing items * Quotes being obtained for boiler replacement if required in an emergency * Lease tenants responsible for own asbestos checks	2	3	6	
EPC Rating Landlords must ensure their rental properties have an Energy Performance Certificate (EPC) and meet minimum energy efficiency standards, currently an E rating, which will rise to a C by 2030 * Insufficent budget and resources to bring all FTC properties up to minimum energy efficiency standards		Executive Officer Facilities & Open Spaces Manager (Parks, Office) The Harlington Manager	FC	* Harlington has EPC Rating * Pavilions and other buildings in parks not used by FTC - used by clubs so could be closed if works required to bring up to standard and FTC cannot accommodate	3	3	9	

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Drainage * Risk of flooding		Facilities & Open Spaces Manager	RLA	* Arrangements in place with agencies/district * Grounds maintenance - i.e. ditches * Council owns aqua vac that can help clear up small floods in council buildings	2	2	4	
Play Areas and Skatepark * Failure to maintain assets resulting in injury. * Not acting on ROSPA high risks in a timely manner		Facilities & Open Spaces Manager	RLA	* Weekly checks by Grounds Maintenance * Regular checks by FOSM * Annual checks by ROSPA * Proper records maintained * CCTV in place in some parks * Quarterly RLA meetings to report and act on issues * Public liability insurance * Ensure enough is budgeted to adequately maintain assets	2	2	4	
Ancells Farm Community Centre and Pavilions * Disruption risk due to failure of electrics, boiler or water causing loss of revenue and/or expensive repairs. * Financial risk from non-payment for bookings * Public Conveniences: risk of legionella, failure to maintain facilities, risk of hazardous substances		The Harlington Manager Facilities & Open Spaces Manager	RLA	* Facilities - All Buildings have a Health and Safety Risk assessment in place * Booking form to be completed when hiring to identify high risk * Bookings diary maintained to ensure no possibility of double booking event * Contractor Management in place * Annual review of all assets * Health & Safety Consultant to be contracted for advice * Daily & weekly checks in place * Annual water inspection * Maintenance contracts in place * Substances controlled/securely stored by trained persons and records kept * Quarterly RLA/P&F meetings	1	3	3	
Land and Open Spaces * Failure to maintain assets * Failure to collect income * Failure to maintain records * Nuisances: Risk of nuisance of noise routinely in Parks which causes upset to residents. Risk of environmental nuisance such as tree falling on property. * Traveller Incursion: Public Spaces not available to residents. Fouling of Public Spaces causing health hazard. * Land not registered / deferred back to Crown		Facilities & Open Spaces Manager	RLA	* Ground maintenance contract and weekly check sheets * Invoices sent regularly and recovery action taken where necessary * Asset register and land registry documents maintained/stored safely * Observe good neighbour procedures, deal with any complaints in a speedy and sympathetic manner * Restricted access to some parks and open spaces e.g. height barrier bollards, gate locks * Quarterly RLA meetings * Regular checks by Facilities and Open Spaces Manager * Annual tree survey carried out and remedial works completed	1	2	2	
Provision of Office Accommodation * Disruption due to poor/faulty office equipment/furniture/conditions		Executive Officer Finance & Admin Manager Facilities & Open Spaces Manager	FC	* Periodic inspection of equipment/furniture * DSE (Display Screen) Assessments completed * Periodic maintenance of machinery * extreme weather procedures in place for staff, detailed in office risk assessment * Signage and regular fire testing in place * Contractor management in place * Quarterly RLA meetings	1	2	2	
Operational Continuity * Unable to provide services, physical loss of office space, documents and equipment		Executive Officer The Harlington Manager	FC	* Policies and Procedures * Quarterly P&F meetings * Staff have multi skills across different areas * In case of office becoming unusable, staff are equipped to work from home until other measures put in place * Computer drives backed up daily to cloud and weekly to cartridges for 'bare metal recovery' (RBS, photos drive etc.)	1	2	2	
IT								
Cyber Attack * Risk to security of data, including risk of extortion. * Increasing reliance on internet services brings new opportunities and new threats from the actions of hackers, criminals or foreign intelligence services. * Unable to access IT due to a cyber attack * Equipment and Secuirty is compromised		Executive Officer	FC	* Software in place and kept up to date by IT consultant * Data regularly backed up and held off-site * Redistribution of tasks amongst other staff	2	3	6	*FTC is now part of the project. Review by GCHQ in the Autumn * Currently doing cyber essentials - will take action to resolve issues as they arise
Cloud based systems and backups * Loss of data. Loss of server/no longer supported * Data security and hacking - not being able to work if internet goes down		Executive Officer	FC	* Verify UK based. Back ups to cloud but also physical backup - hard drives stored in fire proof safe. * Working from home possible if work internet goes down * Moving to cloud based finance system	1	3	3	check with cloudy that cloud based finance system secure and test backup system

Finance and Risk Register

FC = FULL COUNCIL, P&F = POLICY & FINANCE , RLA = RECREATION, LEISURE & AMENITIES, HWG = HARLINGTON WORKING GROUP, EC = ESTABLISHMENT COMMITTEE, RWG = RISK WORKING GROUP

Approval date: Council 6th September 2023

					Current Risk			
Risk Description	**TOP CURRENT KEY RISKS**	**Risk Manager**	**Committee**	**Controls in place**	**Likelihood**	**Impact**	**Rating**	**Actions / Review Date**
Legal								
Climate Change - effect on building operations * Extreme temperatures in office and discomfort of/danger to staff. * Shows/bookings being cancelled due to extreme weather resulting in a loss of revenue.		Executive Officer The Harlington Manager	CCWG / FC	* Fans/blowers around building for extreme heat and portable fan heaters for when temperatures are low * Grit for paths when snowing * Temporary stick on blinds for skylights in office during extreme heat * Usual office attire relaxed when temperatures very low or very high * For Harlington shows bookings must give advance warning of cancelling a booking in order to be eligible receive a refund * Where possible shows are rearranged to a new date to retain income rather than cancelling * Working from home supported in extreme conditions to safeguard staff	3	3	9	
Council Meetings * Failure to comply with statutory requirements and loss of effectiveness		Executive Officer	FC	* Council Standing Orders * Council Financial Regulations * Internal Audit completed annually * External Audit completed annually * Annual Residents' Meetings * A minimum number of Councillors for each committee in order for meeting to take place in place * Policy in place for public participation at meetings	2	2	4	
Failure in Governance * Risk of breach of legislation * Gifts: failure to declare gifts. Risk to reputation if not declared. * Code of Conduct: Councillors failing to follow policies and/or bringing the Council into disrepute * Transparency: Council not complying with transparency regulations * Data protection: Risk of breach of data by inadequate data handling and not adequately preventing and minimising security incidents resulting in loss of data, unlawful sharing of data, reputational damage and financial penalties levied by the Information Commissioner's Office		Executive Officer The Harlington Manager	FC	* Standing Orders * Internal Auditor reviews and ad hoc advice * Councillor pecuniary interests updated each year and published on website * Code of Conduct policy in place for councillors * Councillors and staff can view essential policies on the Council's website * Committee structure in force * Risk Review meeting to check twice a year * Staff training * Gift Register kept by the Executive Officer * Registration with Information Commissioners Office annually reviewed and renewed * Data Protection policy and Privacy Notices in place * Staff have attended data protection training * All Councillors invited to GDPR training however not all have attended training yet * Confidential information stored on secured drives with limited staff access and hard copies locked away with keys limited to management staff * Review all FTC databases to delete records that are no longer needed * Ensure all Councillors are trained and reminded not to forward emails to their private account * Local Council Insurance * Membership with HALC, NALC, SLCC. Live Pay manages payroll and calculates pensions/NI/Tax. Sussex HR for employment law advice * Transparency code lists what information should be available on website and reviewed by internal auditor * Freedom of Information procedures in place * When a councillor vacancy arises legal process followed for either election or co-option * If Council were to drop down to 1/3 of its original 18 members advice would be sought from Hart DC	2	2	4	
Employment of staff * Loss of key staff * Lack of training * Failure to comply with regulations * Changes to employment legislation inc. pay		Executive Officer The Harlington Manager Finance & Admin Manager	FC / EC	* HR consultant employed for advice etc. * Disciplinary and Grievance policies in place * Staff have contracts and job descriptions. Contracts detail notice periods * Staff have annual appraisals * Establishment Committee for dealing with issues * Insurance in place * Parish would appoint a locum Clerk through direct advertising or HALC to cover absence of Clerk. Open Spaces Manager has sat CILCA course so could temporarily cover some legal aspects	2	2	4	
Council Tenancies * Risk of not meeting legal requirements under tenancy agreements or failing to ensure statutory obligations are not undertaken by tenants.		Executive Officer	FC	* Full review recently taken place	2	3	6	* System to be setup to regularly track and monitor actions required and changes in legislation * Some responsibilities are with the landlord
Council Property and Documents * Legal liability, loss of assets, no backup of physical documents		Executive Officer Harlington Manager	FC	* Public Liability Insurance in place * Asset Register maintained and reviewed annually * Freedom of Information requests logged * Electronic data backed up regularly and held off-site * Maintenance contract for building maintenance and lifts * Regular maintenance and inspections for assets and property * Assets & investments reviewed by P&F and Internal Auditor	2	1	2	
CCTV * Failure to comply with statutory requirements.		Facilities and Open Spaces Manager	RLA	* ICO Data Protection Registration * Liaison with local enforcement agencies * Regular data protection training	2	1	2	

Finance and Risk Register

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Approval date: Council 6th September 2023

					Current Risk			
Risk Description	**TOP CURRENT KEY RISKS**	**Risk Manager**	**Committee**	**Controls in place**	**Likelihood**	**Impact**	**Rating**	**Actions / Review Date**
Reputational								
Crisis Management * Failure to respond effectively to public relations / media crisis or negative press		Executive Officer	FC	* Press and Social Media policies/procedures in place * Defined communication strategy * Arrangements in place with agencies/district for physical crisis	2	2	4	
Lack of Succession Planning for Senior Staff and major changes in Councillors * Loss of knowledge to drive the Council business forward in the long term		Executive Officer Harlington Manager	FC /RWG/ EC	* Identify expert incumbents who possess critical knowledge and skills * Procedures to be produced * Notice periods to be reviewed by Establishment Committee * Create succession plan * Training current staff * Establishment Committee 3 times per year * Multi Skill training * Paperwork/manuals for councillors to help bring them up to speed	2	2	4	
Cemetery * Failure to keep appropriate records. Failure to keep the burial ground in good order. Capacity to deal with influx of interments during pandemic. Cemetery is nearly full for burials * badgers disturbing graves		Cemetery Clerk	RLA	* Cemetery health and safety risk assessment * Epitaph database used to manage grave allocation * Cemetery maintenance included in grounds maintenance contract * Public Liability Insurance in place * Headstone/ kerbstone survey carried out annually * Software can be accessed remotely * Plans in place for pandemic * Contractor management in place * Quarterly RLA meetings * Extension to cemetery completed * there is little we can do as they are protected other than apply for a licence each time to carry out whatever measures we	1	2	2	
External Communications * Defamation, non-production, failure to meet requirements i.e. non political content. * Social Media: Bringing the council into disrepute * Website: Website not maintained / not meeting standards		Project and Committee Officer	FC	* Advice sought for sensitive content * Distribution slots for communications booked in advance and performance monitored * Multiple people proof read content * Only approved content published and access to social media and website accounts restricted to specific staff members * Social Media Policy in place and signed by staff * Regular content and legislation reviews	1	2	2	

KEY

- ❖ Financial – loss of money
- ❖ Security – fraud, theft, embezzlement
- ❖ Property / H&S Management
- ❖ Legal – breaking the law or being sued
- ❖ IT – failure of IT systems or misuse or data loss
- ❖ Reputational – actions taken could harm the authority's public reputation.

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Fleet Town Council,
The Harlington,
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Fleet, GU51 4BY

7th October 2026

Dear Cllrs,

Re: Fleet Town Council
Internal Audit Report for Financial Year Ended 31 March 2027 – Interim Audit Report

Executive summary
Following completion of our interim internal audit on7th October 2026, we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the financial year to date.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan. A copy of the audit plan is available within our Internal Audit Guide and follows the requirements of the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide.

The report concludes with our opinion on whether each assertion has been met as of the date of the interim audit. Where the standard has not been met, we have set out the required action for the council to take to meet the requirements by the year-end internal audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of this report.**

Our testing did not identify any material weaknesses in internal controls that would pose a risk to public funds. Overall, the systems and procedures currently in place are appropriate and effective. Where this report includes recommendations for improvement, these should not be viewed as indicators of deficiencies.

Regulation
The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. Where we have

provided other support to the council, a separate individual will be assigned as the internal auditor to maintain that independence.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority's internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority's approval of the Annual Governance Statement.

Independence and competence
Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 25 years' experience in the financial sector with the last 15 years specialising in local government.

In accordance with paragraphs 4.9 to 4.11 inclusive of the SAPPP Practitioner's Guide, we confirm that your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

We further confirm that Mulberry Local Authority Services Ltd, as experience sector specialist internal auditors are competent to complete the internal audit process.

We remind the council of the requirements of paragraph 4.11 of the SAPPP Practitioner's Guide requiring councils to review the independence of the appointed internal auditor annually.

Engagement Letter and inherent risk assessment
An engagement letter was previously issued to the council covering the 2026/27 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the council's financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

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INTRODUCTION

Appointment

The council engages Mulberry Local Authority Services Ltd to provide its internal audit service. The appointment was most recently confirmed at the council meeting held on the 3rd September 2025 (Minute ref 11 & 20th May 2026 Minute ref 18.

Independence

The Practitioners' Guide (paragraph 4.11) requires the council to review the independence of its internal auditor each year, having regard to personal, financial and professional independence. The council carried out this review on the 20th May 2026 (minute 18).

Mulberry Local Authority Services Ltd provides no other services to the council. Neither the firm nor the auditor has any personal or financial interest in the council's affairs.

Conduct of the audit

The audit was carried out on site on 7th October with the Executive Officer, who is also the council's Responsible Financial Officer (RFO)] and Finance & Admin Manager. The Executive Officer had prepared the records requested in advance of the visit. The accounting records examined were [well maintained and readily accessible], subject to the matters reported below.

Further evidence was obtained through discussion with the Executive Officer and by review of the council's website Fleet Town Council | Building a Better Community Together

Minutes and follow-up

I reviewed the minutes of council and committee meetings held between 1st April 2026 and 30th September 20206. The minutes are well written and clearly and logically presented. The financial reporting is detailed and informed and is supported by a written narrative.

There were no financial items in the minutes that were cause for concern or unsupported by documentation.

There is clear evidence of the council following up on recommendations from both the internal and external auditor.

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been kept properly throughout the year.

Audit findings

Accounting system and access

From the first of April 2026 the council moved to Xero to keep its accounting records. Six users have access. Each has an individual login. Permissions are administered by The Executive Officer and Finance and Admin Officer. Prior periods are locked each month.

Xero is not an industry specific package; the council augments this with Excel and Word.

Cashbook and audit trail

I selected a sample of payments and receipts covering the period 1st April to 6th October. For each item, the supporting documentation was readily located and agreed to the cashbook and the bank statement. The council

uses the functionality within Xero to store an image of the invoice against the transaction. The payment details are also available. No exceptions were identified.

All payments and receipts are promptly entered.

I agreed the opening balances at 1 April 2026 to the balances carried forward in the 2025/26 accounting statements (AGAR Section 2, Box 7) and to the year-end bank reconciliation which both showed £4,507,166 in total.

- Current (£134,225.67)
- Petty Cash £30.16p
- Savings £1,125,944.39
- CCLA £3,094,664.82
- Nationwide £419,562.44
- Other £1,220.00

Due to the system being started on the 1st April 2026; I have tested the opening balances in detail, the outstanding cheques at the year end were posted as outstanding creditors. This is the correct treatment for income and expenditure accounts.

I reviewed the nominal ledger for the year to date and tested whether transactions had been posted to the appropriate headings and recorded gross.

In reviewing the nominal ledger, it was noted that some accruals have been reversed out to the incorrect nominal code. Account 4125 for example shows a credit balance of £1,594.16 which is due to the reversal of accruals. **I recommend double checking the accrual reversal journals to ensure correct posted**

VAT returns
The council is VAT registered and submits returns quarterly. I reviewed the return for the period ended 30th June, which showed a refund due of £105,480.46 and was supported by the ledger. I confirmed receipt of this amount to the bank statement on 16th July. The September return is ready for review and submission.
The council is up to date with its VAT submissions. VAT returns are stored within the councils folder system.

CONCLUSION: I am satisfied this internal control objective has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Statutory office forms

I tested a sample of councillors and confirmed that each had signed a declaration of acceptance of office. The council website publishes a register of interests for each member

Meetings, agendas and minutes
The council meets monthly and has committees. I tested a sample of council and committee agendas issued between 1st April 2026 and30th September. Each gave at least three clear days' notice. Minutes are published on the council website.

I note that the non-confidential supporting information for meetings is published with the agendas, either as hyperlinks to information already available on the council website or as additional papers, which meets the requirements of the Information Commissioner's Office.

Standing orders and financial regulations
The standing orders and financial regulations are based on the NALC models. Council last reviewed and adopted both in May 2026 (minute13). The financial regulations whilst based on an older model have been substantially updated and evidence is noted in the minutes of these revisions being discussed and agreed.

Procurement and approval of expenditure
The councils' financial regulations 3.2 detail the ability of the Executive Officer and Harlington General manager to spend within budget.

3.2.1 The Executive Officer is authorised to spend all budgeted items to deliver the smooth running of the Council. 3.2.2 The Harlington General Manager may spend, without further authorisation, any amount within budget that falls within the Harlington cost centres 200-205. 3.2.3 The Executive Officer and The Harlington General Manager are authorised to manage the items within a cost centre provided it does not exceed the net cost centre total.

I tested a sample of payments over £30,000 and then smaller items made between 1st April and 30th September. Each transaction was supported by an invoice and the invoice was annotated with nominal code and cost centre indicating a manager had seen it. The transaction included notes on the payment and the payment could be easily traced through. This is in part because the Xero system forces the population of key data enabling for a robust audit trail in this regard.

My only observation is that the audit evidence of the proof of reviewing the available budget is light and should be reviewed internally to make more transparent.

I also reviewed that the tender process is being followed and can confirm this is in accordance with published financial regulations. However, again the documentation supporting the reporting & recording of the tenders was tricky to navigate and could be improved.

Authorisation of payments
Payments are set up by the Finance and Admin Manager and authorised at the bank by two signatories. A schedule of payments is presented to full council at each meeting and recorded in the minutes. The payments sampled were supported by invoices and approved in accordance with the financial regulations.

The councils financial regulations state; *FR 6.1 – 6.4 All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the RFO. The RFO shall take all steps to settle all invoices submitted, and which are in order, within 14 days of receipt. Invoices will be scanned and sent via email to signatories of the bank together with the purchase ledger showing the list of payments to be made and the BACS payment schedule. Two bank signatories will check the invoices against the purchase ledger report and BACS payment schedule; using the security device*

provided by the bank they will authorise the payment electronically or sign a raised cheque. An email should then be sent confirming the authorisation.

Local Process

- PO raised on Xero if applicable
- Supplier Invoices when received are printed and passed to manager for review.
- The manager will annotate the invoice with PO and nominal code and is passed back to Finance
- The Finance and Admin Manager will match the PO to the supplier invoice and post the invoice to Xero
- Invoice put in payment run folder
- Each Tuesday – manual review of physical invoices for payment run – Xero system used to produce Batch payment summary – this creates a bacs file that is sent to the bank.
- The bacs file is exported to windows explorer
- Executive Officer verifies payment list to invoices and signs off
- Invoices and payment list Scanned and emailed to councillors
- Logon to bank system – and upload the bacs file
- Two councilors authorize payments
- List of payments reported in minutes

VAT on expenditure

VAT on the payments sampled was correctly identified and reclaimed. The council has exempt business activities. I could not find any evidence of any partial exemption calculations.

Recommendation: Council review its partial exemption position

General power of competence and section 137

The council resolved that it met the conditions to use the general power of competence on the 20th May 2026 FC MAY 2026 ITEM 10 GENERAL POWER OF COMPETENCE

Member oversight

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

Recommendation:

Audit evidence of the proof of reviewing the available budget should be reviewed internally to make more transparent.

The documentation supporting the reporting & recording of the tenders was tricky to navigate and could be improved.

CONCLUSION: I am satisfied this internal control objective has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

Risk assessment

The council last reviewed and approved its risk assessment on in October 2025. I reviewed the risk assessment record, which includes a risk matrix to assess the overall risk based on likelihood and consequences of an event occurring and then assesses the risks within each sector of the council's business operations.

Each potential risk is identified, assessed using the risk matrix, prior to any mitigation measures, existing internal controls are listed and any further mitigation action which may be needed, and then a further assessment of the risk is included after the mitigation measures have been put in place. The assessment also includes details of who is responsible for any actions and when these are to be completed by.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities.

Play areas, open spaces and other physical assets

The council is responsible for play areas. An annual inspection was carried out by RoSpa. Routine inspections are carried out the grounds maintenance contractor, who has been trained. Defects are recorded and tracked to completion.

Review of the effectiveness of internal control

The council reviewed the effectiveness of its system of internal control in June 2026 minute ref 10. The review considered the internal and external audit reports and the action taken on them.

Insurance

The council is insured with Zurich until the 31st of March 2027. The policy provides public liability cover of £15,000,000, employer's liability cover of £10,000,000 and fidelity guarantee cover of £2,000,000. Fidelity guarantee cover is insufficient against peak balances of £4m. Cover for land, buildings and key assets is consistent with the asset register.

The council does not have any Cyber insurance

Recommendation: Council should consider if it needs Cyber Insurance.

CONCLUSION: I am satisfied this internal control objective has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Budget monitoring

Budget monitoring reports are presented to the Policy & Finance committee which meets quarterly. In the July 2026 meeting which considered the financial position as at 30/06/26 the minutes show discussion of actuals versus budget and recommendations for future reporting. I am under no doubt the council considered the financial carefully.

The agenda pack provides detailed variance reports along with a narrative to enable informed decision making to be made.

Budget and precept

The council set a precept of £1,537,194 for 2026/27 at its meeting in January 2026 (minute 8). I agreed the precept instalments received to the precept demand and to the bank statements.

The council is on track with budget setting to be completed in December 2026.

Reserves

At 7th October, the council held £3,838,327 in earmarked reserves and £1,321,731 in general reserves which includes a surplus from the current year of £789,580.

There is clear evidence of the reserves being utilises as noted in section E income. The reserves appear to be adequately described and for a bonafide purpose.

The general reserve balance at the year end date was within the acceptable range. The Guide's accepted range is 3 to 12 months of net revenue expenditure, with larger authorities expected nearer the lower end. At 6.5 months Fleet is inside the range and comfortably above the minimum, without being excessive. On the figures alone I would not raise a finding

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CONCLUSION: I am satisfied this internal control objective has been met

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E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Income streams

Apart from the precept, the council receives income from interest, grants, hire, rentals, and ticket sales income. Fees and charges for 2026/27 were approved by the Recreation, Leisure and Amenities Committee on the 10th December 2025 (minute 9).

Testing by income stream

I reviewed the entries posted to the revenue accounts and noted an account called "Other income -6001" the detail of this account is manual transfers from earmarked reserves. This is not allowed. Reserves movements are only ever between reserves, never to the income and expenditure account, to do so is to inflate the councils income. If the transactions are to represent the use of the earmarked reserve the credit entry should be posted to code 960.

Account Code	Account Type	Source	Description
6001	Other Income	Manual Journal	Transfer EMR Ancells Bus to the Grants budget as agreed at P&F 22 July 2026 Item 7 - Ancells Bus unspent grant reverted back to 2026/27 grant budget
6001	Other Income	Manual Journal	Transfer monies from earmarked reserves to Income Statement - Basket Swing Replacement
6001	Other Income	Manual Journal	Transfer monies from earmarked reserves to Income Statement - Buckingham Harwood Benches x2
6001	Other Income	Manual Journal	Transfer monies from earmarked reserves to Income Statement for completed projects - Skatepark
6001	Other Income	Manual Journal	Transfer monies from earmarked reserves to Income Statement for completed projects - Cyber Essentials - Staff Devices
6001	Other Income	Manual Journal	Transfer monies from earmarked reserves to Income Statement for completed projects - Cyber Essentials - Councillor Devices
6001	Other Income	Manual Journal	The Views Skatepark - The Views Skatepark

Account code 1601 The PWLB receipt agreed to the documentation net of the fees – this needs to be adjusted to show £150 gross receipt and £52.50 of fees.

Account code 1303 shows zero rated & exempt recharges – this treatment should be verified as recharges often carry the same VAT as the main supply. **Fixed charge, not metered:** a flat £250 a month is not a supply of utilities. It is further consideration for the licence and takes the same liability as the licence fee, which the council treats as standard-rated. VAT Notice 742, section 11 covers this. **Even if metered, electricity is never zero-rated:** a separately metered recharge would be a separate supply, but business electricity is standard-rated (5% only below the de minimis limit). Only a separately metered water and sewerage element could be zero-rated.

The precept receipt of £1,537,194 was agreed to the minutes of January 2026 ref 8 c

VAT on income

Other than noted above in account 1303 VAT has been correctly applied to the income tested.

Debtors and banking

There were no outstanding debtors at the interim audit date. Compared to £65,285 at the year end date.

Recommendations:

- Repost transactions posted to account 6001 as they are not income entries but a use of reserves.
- Post PWLB fees to show income and expenditure gross – not netted off
- Verify VAT treatment of zero & Exempt rated items in account code 1303
- Review debtors position, it is unusual for there to be no debtors at all

---

CONCLUSION: I am satisfied this internal control objective has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

F. CASH

Internal audit requirement

Cash payments were properly supported by receipts; all cash expenditure was approved and VAT appropriately accounted for.

Audit findings

Petty cash and floats

The council holds a petty cash floats – this will be tested a separate dedicated visit.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Staffing and contracts

The council has more than 5 employees on the payroll. Each has a signed contract of employment. Salary is paid at various rates and approved by the establishment committee.

The minutes of the establishment committee of the 8th July 2026 show approval of 2026/27 salary rates (ref 13) – Confidential minutes.

The same minutes also describe the staff training that has taken place since the last meeting.

Payroll processing

Payroll is processed in house by the Finance and Admin manager. I reviewed the payroll summary and payslips for September 2026. Deductions were correctly calculated, and net pay agreed to the bank statements.

I was unable to verify if payments to HMRC are up to date, and the council is correctly not claiming the employment allowance because we could not access the government gateway account. The Executive Officer will review this and I will retest at the year end.

The payroll is checked by the Executive Officer before submission.

Pensions

The council is a member of a Legal and General pension scheme. Pension contributions are paid over monthly and up to date.

Members' allowances

No allowances are paid to members. A chair's allowance is not paid

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CONCLUSION: I am satisfied this internal control objective has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Asset register

The council maintains a fixed asset register in Excel, which records location, description & purchase cost. Assets are held at cost, or at a nominal proxy cost £1. There have been additions and disposals. The absence of a date of purchase or disposal makes it tricky to reconcile movement.

For a council holding over £800k of assets, the registers should be more robust to show protection and management of public assets. As a minimum, the register should record the following.

- Date of purchase
- Description
- Location
- Purchase or proxy cost
- Condition
- Insurance value (covered by insurance or not)

The asset register should be used as a tool to provide data for the on going use of earmarked reserves, for the replacement and repaid of fixed assets. i.e. assets with a poor condition should be part of an earmarked reserve fund to fund their replacement or repair.

The SAPPP Practitioner's guide provides updated guidance on assets and asset registers as below:

5.58 The asset register should contain in its most simple form the date of acquisition, cost of acquisition, useful life estimate and location along with value held for investments; however, it is desirable for the register to contain other such supplementary information to enable the user to better understand the nature and scope of the use of the fixed asset. It is therefore recommended to show insurance value, replacement value, custodian, date last physically vouched.

5.59 Each authority may choose an appropriate minimum value for deciding between fixed assets and general consumables. The limit chosen will relate to expected useful life, whether the item would be included on an insurance claim and whether it is included in the risk assessment of the authority in any way. This minimum level is to be minuted and reviewed at least annually. The rationale and methodology should be recorded in the minutes.

5.60 One item or group of similar items shall be regarded for inclusion in the fixed asset register.

5.61 Assets should be first recorded in the asset register at their actual purchase cost.

5.62 Assets that are either under construction or have not been brought into use should be included on the asset register only once complete and they benefit the community.

5.63 Obsolete assets that are no longer in use or are awaiting disposal should be clearly recorded as such.

5.64 Where an authority receives an asset as a gift at zero cost, for example by community asset transfer, it should be included with a nominal one pound (£1) value as a proxy for the zero cost.

5.65 Assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial) are often referred to as 'community assets.' Authorities should record community assets in the asset register in the same way as gifted assets.

5.66 The particular method of asset valuation is not specified in proper practices so authorities may use any reasonable approach to be applied consistently from year to year. The method of asset valuation adopted should be set out in a policy approved by the authority and recorded in the authority's minutes and in the asset register.

5.67 For authorities covered by this guide, the most appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that the recorded value of the asset will not change from year to year, unless it is materially enhanced.

5.68 Commercial concepts of depreciation, impairment adjustments, and revaluation are not required nor appropriate for this method of asset valuation.

5.69 The total value of an authority's assets recorded on the asset register as at 31 March each year is reported at Line 9 on the authority's AGAR. Authorities should be able to track and explain fully any changes in the asset register from year to year.

Recommendation: The asset register could be improved to show dates, insurance value, condition etc.

Investments
The council has no long-term investments.

Borrowing
The council has new PWLB borrowing of £150k. I agreed this to PWLB documentation

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CONCLUSION: I am satisfied this internal control objective has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

I. BANK AND CASH

Internal audit requirement

Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Bank accounts and mandate

The council holds accounts with HSBC and CCLA. The CCLA account on Xero is not currently activated as a bank account, I would recommend this to enable the transfer function with Xero to be used.

The current account mandate requires two of six signatories and the signatories are current. The latest bank mandate is date June 2025.

Reconciliations

The councils' financial regulations at 5.3 state "*Every month a member who is not a signatory to the bank account shall verify the bank reconciliations for all accounts. The member shall sign and date the reconciliations and the bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by Full Council.*"

Reconciliations are carried daily on Xero and formally prepared monthly by The Finance & Admin Manager for all accounts. I reviewed the reconciliations as at 31st August and agreed the balances to the bank statements and to the cashbook. There were no errors.

The hard copy reconciliations are verified monthly by a councillor who is not a cheque signatory and are signed and dated. The verification is reported to council.

Deposit protection and investment of balances
The council's annual budget is above the threshold for FSCS eligibility. Protection is limited to £120,000 per authorised institution. The council held £2.1m with HSBC & £3.1m with CCLA at 30/09/26, which is above that limit. There is currently £900k in the current account earning no interest.

The councils investment policy is silent on the subject of balances held and making best use of interest rates.

Recommendation: The Council should introduce guidance in the investment policy to guide the council officers in appropriate decision making regarding investments.

CONCLUSION: I am satisfied this internal control objective has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Audit findings

Accounting basis
The council's gross income and expenditure are above £200,000. The 2025/26 accounting statements were prepared on an income and expenditure basis, and the reports produced during 2026/27 use the same basis.

Statements prepared during the year
I reviewed the Xero reports & budget monitoring report taken to Finance and Policy on the 22nd July . I agreed its income and expenditure totals to the ledger for the same period, and the cash balances to the reconciled bank balances reported. The figures agreed without exception.

CONCLUSION: I am satisfied this internal control objective has been met.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement

If the authority certified itself exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.

Audit findings

Exemption from limited assurance review

The council did not certify itself exempt from a limited assurance review in 2025/26.

CONCLUSION: The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L: PUBLICATION OF INFORMATION

Internal audit requirement

The authority publishes information on a free to access website/webpage, up to date at the time of the internal audit in accordance with relevant legislation

Audit findings

Which regime applies

The council's gross income and expenditure are in excess of £2m.The Local Government Transparency Code 2015 therefore applies. Some of the information of the code is provided but not all. Whilst this is not a statutory requirement, I would suggest that for a council of this size the code is followed in full.

Website review

I reviewed the council website on 7th October against the publication requirements of the relevant legislation:

Requirement	Source	Finding
Notices and agendas of meetings	Public Bodies (Admission to Meetings) Act 1960, as amended by the Openness of Local Government Bodies Regulations 2014	On website
Minutes of meetings	Proper practice and the council's publication scheme	On website
Records of decisions taken by officers under delegated powers	Openness of Local Government Bodies Regulations 2014	On website
Registers of members' interests	Localism Act 2011, section 29	On website
AGAR 2025/26 Sections 1 and 2, notice of the period for the exercise of public rights	Accounts and Audit Regulations 2015, regulation 15	On website
AGAR 2025/26 external auditor report and notice of conclusion of audit, by 30 September 2026	Accounts and Audit Regulations 2015, regulation 16	On website
AGARs for the previous five years	Accounts and Audit Regulations 2015	On website
Publication scheme and the information it commits the council to publish	Freedom of Information Act 2000, section 19	On website

I also noted that the council publishes its budget and precept, and a list of payments with the minutes]. These are good practice.

Recommendation: Review the Transparency Code 2015 and have a dedicated transparency page on the website. I have sign posted the Executive Officer to a site where this can be seen in practice.

CONCLUSION: I am satisfied this internal control objective has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement

The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Period for the exercise of public rights

Inspection – key dates	2025/26 Actual
Date AGAR signed by council	21st April 2026
Date inspection notice issued	8th June
Inspection period begins	9th June
Inspection period ends	20th July
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2025/26, and assertion 4 on the Annual Governance Statement should therefore be answered yes by the council.

Recommendation: I note the dates of electors rights were not recorded in the minutes and remind council to ensure the minutes disclose the signing of the AGAR and approval of the dates of electors rights.

CONCLUSION: I am satisfied this internal control objective has been met. Please see the comments above and our recommended course of action in the table at the end of this report.

N: PUBLICATION REQUIREMENTS

Internal audit requirement

The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2026 authorities must publish:
• Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
• Section 1 - Annual Governance Statement 2025/26, approved and signed, page 4
• Section 2 - Accounting Statements 2025/26, approved and signed, page 5

Not later than 30 September 2026 authorities must publish:
•Notice of conclusion of audit
•Section 3 - External Auditor Report and Certificate
•Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.
It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

Publication of the 2025/26 AGAR

I confirmed that the notice of the period for the exercise of public rights, Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements) were published on the council's website before 1 July 2026.

The external auditor's report for 2025/26 was not qualified. The report and the notice of conclusion of audit were published ahead of the 30th September and was taken to the meeting on the 7th October 2026.

CONCLUSION: I am satisfied this internal control objective has been met.

O. DIGITAL AND DATA COMPLIANCE

Internal audit requirement

The authority complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings

Email

The council uses a generic email address on its own domain. All councillors have been issued with council email addresses and use them.

Website accessibility

The website contains an accessibility statement, which refers to WCAG 2.2 AA and declares the site partially compliant. The website was last tested in 2026, and the result was reported to the Executive Officer. No upgrades were required at that time.

An online tool was used by the Projects and Committees Officer to complete this task. This is completed annually. I noted a hard copy checklist of items to verify and the Officers own internal workings.

IT policy
The council has IT policies, these are current at the date of the audit.

The Executive Officer and Projects Officer undertook Cyber essentials training yesterday.

Data protection
The council is registered with the Information Commissioner's Office (reference Z2221823, expiring 11/05/2027) and publishes a privacy notice. Parish councils are not required to appoint a Data Protection Officer.

The council has completed a data audit. This was completed in October 2026. This was reported to the Executive Officer and will be taken to October council.

Data protection training is current and will be updated November 2026.

Council discussed Cyber and data protection in April 2026 FC APRIL 2026 ITEM 8 CYBER ESSENTIALS and resolved to issue council owned devices.

CONCLUSION: I am satisfied this internal control objective has been met.

P. TRUSTEESHIP

Internal audit requirement

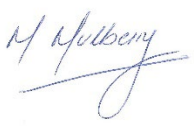
Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings
Trusteeship
The council has no trusts.

CONCLUSION: The council has no trusts and the testing for this internal control objective is not applicable.

Should you have any queries please contact me directly on Mark@mulberrylas.co.uk

Yours sincerely



Mark Mulberry
On behalf of Mulberry Local Authority Services Ltd

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Audit Recommendations	Control Objective met
A	Appropriate accounting records have been properly kept throughout the year	**I recommend double checking the accrual reversal journals to ensure correct posted**	Yes
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	**Recommendation:** Audit evidence of the proof of reviewing the available budget should be reviewed internally to make more transparent. The documentation supporting the reporting & recording of the tenders was tricky to navigate and could be improved.	Yes
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	**Recommendation:** Council should consider if it needs Cyber Insurance.	Yes
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	**None**	Yes
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	**Recommendations:** Repost transactions posted to account 6001 as they are not income entries but a use of reserves. Post PWLB fees to show income and expenditure gross – not netted off Verify VAT treatment of zero & Exempt rated items in account code 1303 Review debtors position, it is unusual for there to be no debtors at all	Yes
F	Cash payments were properly supported by receipts, all cash expenditure was approved, and VAT appropriately accounted for	[None / recommendation]	TBC
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	I was unable to verify if payments to HMRC are up to date, and the council is correctly not claiming the employment allowance because we could not access the government gateway account. The Executive Officer will review this and I will retest at the year end.	TBC
H	Asset and investments registers were complete and accurate and properly maintained.	**Recommendation**: The asset register could be improved to show dates, insurance value, condition etc.	Yes

I	Periodic bank account reconciliations were properly carried out during the year.	**Recommendation:** The Council should introduce guidance in the investment policy to guide the council officers in appropriate decision making regarding investments.	Yes
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.	None	Yes
K	If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.	None	Yes
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	**Recommendation:** Review the Transparency Code 2015 and have a dedicated transparency page on the website. I have sign posted the Executive Officer to a site where this can be seen in practice.	Yes
M	The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	**Recommendation:** I note the dates of electors rights were not recorded in the minutes and remind council to ensure the minutes disclose the signing of the AGAR and approval of the dates of electors rights.	Yes
N	The authority complied with the publication requirements for prior year AGAR.	None	Yes
O	The authority has complied with laws, regulations and proper practices relating to digital and data compliance.	None	Yes
P	Trust funds (including charitable) – The council met its responsibilities as a trustee.	None	Yes

OFFICER: Rita Tong, Executive Officer
DATE: 23 October 2026
MEETING: Full Council 4 November 2026
SUBJECT: Item 12 - Internal Audit Report

AGAR Internal Control Objective	Audit Recommendations	Council Response
A – Books of Account Appropriate accounting records have been kept properly throughout the year.	I recommend double checking the accrual reversal journals to ensure correctly posted.	Agreed – have reviewed journal reversals and made adjustments where appropriate.
B – Finance Regulations, Governance & Payments This authority complied with its Financial Regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.	Audit evidence of the proof of reviewing the available budget should be reviewed internally to make more transparent.	EO updates forecast each month so is aware of where budget pressures exist. She also signs off each invoice before payment (evidenced by initials) to show she is content payment is within budget. Therefore, FTC believes this recommendation is already being met.
	The documentation supporting the reporting and recording of the tenders was tricky to navigate and could be improved.	Noted.
C – Risk Management & Insurance The authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Council should consider if it needs Cyber Insurance.	Item on agenda for discussion.
E – Income Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.	Repost transactions posted to account 6001 as they are not income entries but a use of reserves.	This is a limitation of Xero. Account is clearly labelled as 'Transfer from Reserves'. Will ensure they are accounted for corrected within the AGAR at year end.
	Post PWLB fees to show income and expenditure gross – not netted off.	Correction has been done.
	Verify VAT treatment of Zero & Exempt rated items in Account Code 1303.	Confirmed that VAT should be charged on rental income where building has been opted into tax. As FTC are the utility account holder, we must treat utility recharges on the same basis as the rent. Therefore we must start charging VAT to Bean in the Park for this element (previously treated as exempt).

AGAR Internal Control Objective	Audit Recommendations	Council Response
	Review Debtors position, it is unusual for there to be no debtors at all.	We did have debtors – Finance Manager was just unaware to show Auditor the Hallmaster debtors.
G – **Payroll** Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	I was unable to verify if payments to HMRC were up to date, and the Council correctly not claiming the employment allowance because we could not access the Government Gateway account.	Executive Officer has regained access and Finance Manager has also been set up.
H – **Asset and Investments** Asset and investment registers were complete and accurate and properly maintained.	The asset register could be improved to show dates, insurance value, condition, etc.	Agreed. We are currently doing a lot of work on the Fixed Asset Register ahead of vacating The Harlington. It is expected that the number of recorded assets will decrease as we dispose of retired / broken / displaced assets. Members have already expressed a request for assets to be identified by location.
I – **Bank & Cash** Periodic Bank reconciliations were properly carried out during the year.	The Council should introduce guidance in the investment policy to guide the council officers in appropriate decision making regarding investments.	Noted. Investments are discussed as a standing item with Policy & Finance. Members believe this provides sufficient guidance to officers.
L – **Publication of Information** The authority publishes information on a free to access website / webpage, up to date at the time of the internal audit in accordance with the relevant information.	Review the Transparency Code 2015 and have a dedicated transparency page on the website.	New page has been developed and is on website.
M – Exercise of Public Rights – Inspection of Accounts The authority, during the previous year, correctly provided for the period of the exercise of public rights as required by the Accounts and Audit Regulations.	I note the dates of Electors Rights were not recorded in the minutes and remind Council to ensure the minutes disclose the signing of the AGAR and approval of the dates of Electors Rights.	Agreed. Whilst we published the dates of Electors Rights on our website and on Noticeboards we did not record this in our minutes and will make sure to do so in future.

CYBER INSURANCE

1. PURPOSE OF REPORT

To consider the Internal Auditor's recommendation that the Council assess whether it requires cyber insurance and to determine the appropriate next steps.

2. BACKGROUND

The Internal Auditor has recommended that the Council consider whether cyber insurance is required.

Cyber insurance can provide financial protection against certain costs arising from cyber incidents, including ransomware attacks, data breaches, fraudulent payments and disruption to IT systems. Depending on the policy, it may also provide access to specialist technical, legal and incident-response support.

However, the extent of cover varies between insurers, and policies are subject to exclusions, excesses, limits and conditions. Cyber insurance does not prevent cyber attacks and should not be regarded as a substitute for appropriate IT security measures, data protection procedures and business continuity arrangements.

3. KEY CONSIDERATIONS

The potential benefits of cyber insurance include:

- **Financial protection:** Covering certain costs associated with investigating and recovering from a cyber incident, restoring systems and responding to a data breach.
- **Fraud protection:** Potentially covering financial losses arising from cyber-enabled fraud, including fraudulent payment instructions. The scope of this cover varies significantly between policies and would need to be checked carefully.
- **Specialist support:** Providing access to technical, legal and incident-response specialists who can assist the Council in managing a serious incident.
- **Business continuity:** Potentially covering certain losses and additional costs arising from disruption to the Council's IT systems.

There are also factors to consider before committing to a policy. Some losses may be excluded, and the policy excess and limits may restrict the financial benefit. Business interruption cover may also be subject to waiting periods and other conditions. The Council would need to ensure that the premium represents value for money when compared with the risks being transferred.

The Council should also consider the extent to which existing insurance arrangements provide any relevant cover, together with the cyber security measures and support already in place through its IT provider.

It is proposed that the assessment should focus on the following areas:

1. **Existing protection:** Establish what cyber-related cover, if any, is already included within the Council's existing insurance arrangements.
2. **Residual risks:** Review the Council's current cyber security and recovery arrangements with its IT provider to identify any significant risks that remain.

3. **Scope of additional cover:** Obtain quotations for appropriate cyber insurance, paying particular attention to fraudulent payments, incident-response support, data recovery and business interruption.
4. **Value for money:** Compare the cost of insurance with the protection offered, including policy exclusions, excesses and limits.

The assessment would enable the Council to make an informed decision on whether purchasing cyber insurance would provide a proportionate and cost-effective addition to its existing arrangements.

4. RECOMMENDATION

Members are recommended to:

1. Note the Internal Auditor's recommendation and the considerations set out in this report.
2. Determine what steps, if any, should be taken.

Hart's Green Grid Phase 2 Bramshot-Edenbrook

Hart's Green Grid is an initiative aimed at improving the quality of life and the environment within Hart district. This will be achieved through the creation and promotion of a network of walking and cycling routes or 'green corridor's'. The routes aim to connect communities and leisure facilities, enhancing access to green spaces and public transport, therefore promoting sustainable living.

At the beginning of the year Hart District Council accessed 'Active Travel' funding through Hampshire County Council to further progress it's Green Grid project. The money received has paid for Walk Wheel Cycle Trust (formally Sustrans) to look at 6 possible route options for the Green Grid. As well as initiating engagement with schools for bike/walking bus opportunities and further supporting circular health walks. They are also scoping out interest and options for the delivery of a local walking festival.

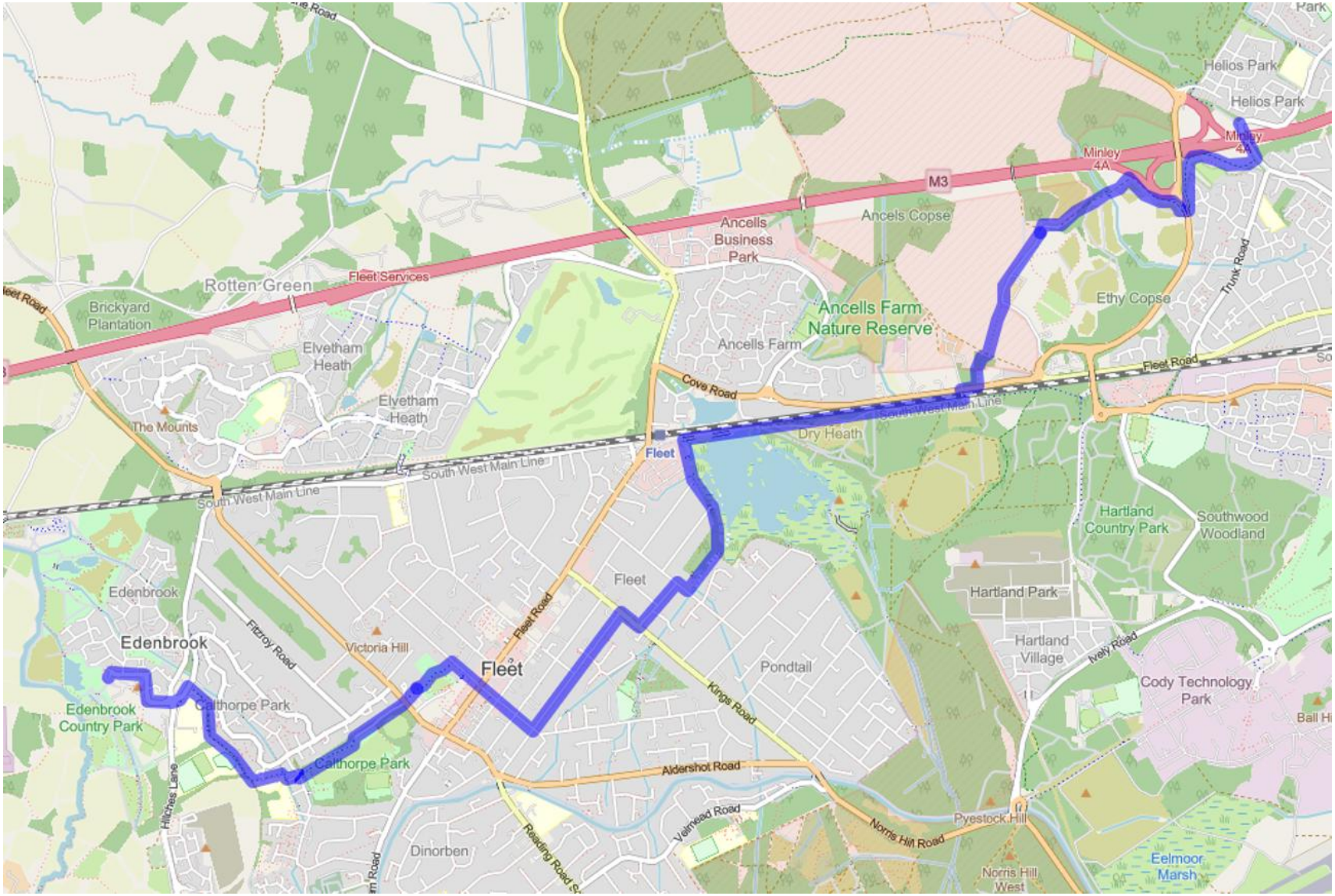
Using information from the Local Cycling and Walking Infrastructure Plan (LCWIP) and through Walk, Wheel, Cycle Trusts own research, the 'Bramshot to Edenbrook' route has been prioritised for delivery. This will connect with the existing phase 1 work which already links Hartland Park to Fleet Train station.

Hart District Council have been consulting with stakeholders on this proposed route and welcome any comments regarding the route, that can be considered in the development of the final report. The Bramshot-Edenbrook route will link Bramshot Country Park with Edenbrook Country Park, whilst providing links with Fleet's train station, town centre and local greenspaces such as, Fleet Pond, The Views and Calthorpe Park. All comments must be received by the 09th November 2026.

The Walk Wheel Cycle Trust's final report and full outcomes of their findings will be shared by the end of the year.

Katy Whittingham – **Katy.whittingham@hart.gov.uk**
Community Engagement Officer, Countryside Services, Hart District Council

Bramshot (Minley Cycle Path) – Edenbrook (Leisure Centre and Country Park)



SOCIAL MEDIA REPORT

Fleet TOWN COUNCIL

September 2026

Follower Growth

Total Increase

+91

Total Followers **3.6K**

Engagement Rate

46%

Total Views

236k

News/ Common Themes:

- Autumn scenes
- Back to School
- Christmas (bookings)
- Halloween events
- Football

Other FTC Posts:

- Play equipement damage
- Peoples Emergency Briefing
- Autumn Events
- High Street Flowers
- Bloom Awards

Top Performing Content



Playpark Update

Views **69.4k**

Interactions **153**

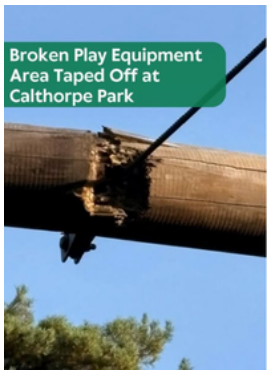
75 Link Clicks to Web



Christmas Festival

Views **14.2K**

Interactions **67**



Park Damage

Views **12.6K**

Interactions **27**

Top Performing Info-Sharing Post

SEW - Hosepipe ban



Views **10.8k**

Interactions **48**

Key Insights

- Residents raised queries around 'CCTV' on every post raising Park damage.
- Peoples Emergency Briefing post gained a lot of debate with 134 interactions - 57 comments.
- There was a higher level of engagement this month with residents commenting on subjects they are passionate about, are more devisive or directly impact people in the community.
- 'good news' posts also performed well with likes.